



VALLEY CHRISTIAN SCHOOLS

ELEMENTARY CAMPUS (K-6)

2022-2023

PARENT & STUDENT HANDBOOK



TABLE OF CONTENTS

WELCOME FROM THE ELEMENTARY PRINCIPAL	8
INTRODUCTION	9
FOUNDATIONAL BELIEFS	9
MISSION STATEMENT	9
STATEMENT OF FAITH	9
FIVE SOLAS	10
BIBLICAL AUTHORITY	10
PHILOSOPHY OF EDUCATION	10
SPIRITUAL EMPHASIS	11
STATEMENT OF OBJECTIVES	11
BIBLICAL POSITIONS	12
Bible Teaching Policy	12
Genesis Doctrinal Statement	12
Spiritual Growth of Students	12
Additional Statements	13
ACADEMIC EXCELLENCE	13
Academic Excellence Statement	13
Holistic Education	13
Personal Excellence	14
Additional Principles	14
ADMISSIONS	14
Placement Testing	15
Kindergarten Placement	15
Grade Placement	15
Classroom/Teacher Placement	15
Classroom Supplies	16
Student Agendas	16
Scheduling	16
Schedule Changes	17
Elective Changes	17
Transfer Coursework	17
Student Files	17
INSTRUCTIONAL PROGRAM	18

Grading Scale	18
Curriculum Goals/Standards-Based Instruction	18
Biblical Illumination	18
Expected Student Outcomes/ESO's (VCS)	18
Evidence of Student Mastery	18
Course Maps	19
Curriculum Review Cycle	19
Curriculum Review Process	19
Student Assessment Guidelines	20
Assessments and Weights	20
Grading	21
Progress Reports	21
Report Cards	22
Honor Roll	22
Citizenship Marks	22
Academic Dishonesty Policy	23
Missing Work	24
Academic Probation	24
Academic Assessments	25
Makeup Assignments	25
Homework	25
Students' responsibilities for homework:	25
Parents' responsibilities:	26
Teachers' responsibilities:	26
Principals' responsibilities:	26
Classroom Management	27
Parent Engagement in the Learning Process	27
Grade Retention	28
Valley's Individual Needs Enhancement (V.I.N.E.)	29
Individual Learning Plan (ILP)	30
Teacher Referral Process	31
ATTENDANCE	31
Philosophy	31
Reporting Absences	32

Maximum Number of Absences	32
Other Absence Information	32
Tardy Policy	33
Tardy Discipline	33
Length of Day & School Year	34
STUDENT CONDUCT	34
STUDENT CONDUCT PRINCIPLES	34
Respect for God:	34
Respect for Others:	34
Respect Yourself:	34
Respect God’s Facility:	34
Encourage Others:	34
Do When Asked:	35
Student Rights and Due Process	35
STUDENT DISCIPLINE	35
Probation	36
Detention	36
Behavior Plan	36
Suspension	37
Withdrawal	37
Expulsion	37
GENERAL POLICIES	38
Parent Supervision	38
Playground and Recreational Areas	38
After School Clubs	39
Lunch (Valley Grill & Valley Central)	39
Lunch Ordering	40
Lunchroom Guidelines	40
Candy, Gum, Snacks	40
Birthday Parties	40
Pet Policy	41
Water Bottles	41
Personal Belongings	41
Cell Phone Policy	42

Headphones	42
Personal Hygiene	42
Lifestyle Behaviors	42
Substance Abuse	42
Social Media and Personal Communications	43
Theft	43
Marriage and Sexuality	43
Bullying and Harassment	44
Sexual Harassment	46
Hazing Policy	46
Defacing or Damaging School or Staff Property	46
Fighting	46
Disrespectful and or Disruptive Actions, Language or Attitudes	46
Hazardous Items	46
Accident Prevention	46
Public Display of Affection (PDA)	46
Obscene Behavior	47
KIDS CLUB	47
General Information & Philosophy	47
Authorized Caregivers	47
Enrollment Guidelines	47
Sign-In Procedures	47
Sign-Out Procedures	47
Child Safety Checkout Protocol	48
Behavior Expectations	48
Medical Care	48
Disbursement of Medication	48
HEALTH AND WELLBEING	49
General Requirements	49
COVID Protocols	50
Head Lice	51
General Illnesses	51
Injury Protocol	51
Immunizations	52

Medication	52
STUDENT DRESS CODE	53
CONFLICT RESOLUTION	55
Matthew 18 Principle	55
EXTRA-CURRICULAR ACTIVITIES	57
Behavioral Regulations	57
Eligibility for Extra-Curricular or Related Activities	57
Fan Behavior at Valley Christian Schools Elementary Events	58
ADMINISTRATIVE INFORMATION	58
Regular After School Dismissal Process	58
Chapel and Assemblies	60
Homeroom Pledges & Prayer	60
Visitors	60
Parent Volunteers	60
Standard of Conduct for Volunteers	61
Parent/Teacher Conferences	61
Other Conferences	61
Parental Cooperation	61
Closed Campus	62
Special Events	62
Transportation	62
Field Trips	63
Gifts to Teachers from Parents and Students	63
TECHNOLOGY USE POLICY	64
Requirements for the use of Technology	64
Prohibited Uses of VCS Computing and Communications Resources	64
Privacy and Security	66
Confidentiality	66
Routine Logging and Monitoring	66
Detailed Session Logging	66
Responsibility for Data Security	66
Right to Examine Computers and Equipment	66
Violations and Enforcement	67
Reporting Violations	67

Response to a Reported Violation	67
Termination of Services	67
CHILD SAFETY GUIDING PRINCIPLES	67
Definition of Child Abuse	68
Reporting Child Abuse	68
Self-Harming Behavior	68
APPENDIX A: HARASSMENT FREE POLICY	70
Policy Statement:	70
APPENDIX B: HAZING POLICY	72
APPENDIX C: EMERGENCY PROTOCOL	73
Emergency Announcement	73
CODE GREEN	73
CODE RED	73
CODE YELLOW	74
CODE BLUE	74
CODE ORANGE	75

WELCOME FROM THE ELEMENTARY 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 Valley Christian Elementary. When students join our school, they join the 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 Valley Christian Schools Elementary 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 an 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 Valley Christian Elementary, 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. Valley Christian Schools Elementary 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 each 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 remain 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 Valley Christian Elementary. This handbook will help you better understand how the Elementary functions and set the guidelines for school operations. We are here to partner with our families to help meet the educational needs of each of our students.

As parents, please encourage your student and support the school in creating a nurturing and thriving 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 Schools Elementary School.

Highest Regards,

A handwritten signature in black ink that reads "J. Christopher Fryar". The signature is written in a cursive, flowing style.

Dr. J. Christopher Fryar
Elementary Principal

INTRODUCTION

At Valley Christian Schools (VCS), our team members 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 Schools Elementary 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.

Valley Christian Schools Elementary focuses on 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 extracurricular opportunities. These opportunities at VCS 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

MISSION STATEMENT

The mission statement of VCS is to equip students to be culture changers for Christ, by delivering academic excellence, facilitating spiritual growth, and building lifelong community.

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 the 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.
 - We believe the term “marriage” has only one meaning; the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe

that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

- We believe the differences between male and female, including biological differences, are divinely ordained, integral to God's design for self-conception as male or female, and meant for human good. Therefore, the rejection of one's biological sex and adoption of a transgender self-conception is inconsistent with God's holy purposes in creation and a departure from Christian faithfulness and witness.
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

FIVE SOLAS

- We believe the Bible to be the only inspired, infallible, authoritative Word of God. (Sola Scriptura)
- We believe by Faith alone we are saved and not by works. (Sola Fide)
- We believe Grace alone is the source of our salvation through Jesus Christ. (Sola Gratia)
- We believe through Christ alone we are saved. (Solus Christus)
- We believe all things must be done to the Glory of God alone. (Soli Deo Gloria)

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. Each person affiliated with VCS is capable and well trained for their 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 was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally protestant Christian environment. 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 and encourage students to seek a relationship with Christ as their personal Savior
- To develop and model Christian character for students.
- 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 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 purposes 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.

Spiritual Growth of Students

- A. To teach the Bible as the inspired word of God that governs all of life. (II Timothy 3:16, II Peter 1: 20, 21)
- B. To encourage each student to seek, learn, and enter a personal relationship with Christ. (John 3:16, I John 5: 11-13).
- C. To stimulate biblical character, spiritual discipline, and growth in Christ through modeling and training. (I Timothy 4:12, II Timothy 3: 14, 15).
- D. To help each student to discern how best to contribute to reaching the world for Christ. (Matthew 28: 18-20, Acts 1:8).
- E. To develop the necessary learning skills in each student that will enable him/her to think logically, independently, and creatively throughout life. (Proverbs 1: 1-7, Luke 2:52).
- F. To provide each student with a strong academic foundation in preparation for higher education. (Proverbs 4:10-13, II Timothy 2:15).
- G. To help each student develop a godly self-image in a stimulating, caring environment. (Psalm 139: 14, Ephesians 4:32)
- H. To provide physical and health education, which will encourage each student to live an energetic, wholesome, and productive life. (I Corinthians 6: 19-20, Romans 12:1)

- I. To assist each student in developing necessary communication, conflict resolution, and leadership skills. (Ephesians 4:29, Matthew 18: 15-17, Mark 10: 42-45)
- J. To train each student to understand the biblical model of authority and to respond to authority figures with respect and obedience. (Romans 13: 1-7, Ephesians 5:22-6:9)
- K. To encourage each student to appreciate other cultures and to become knowledgeable, active citizens of the world. (I Corinthians 6:19, 20; Romans 12:1)

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. If a student advocates or practices lifestyles outlined in this paragraph and does not repent of it, they likely will not be retained as a student at Valley Christian Elementary.

ACADEMIC EXCELLENCE

Academic Excellence Statement

Students enrolled at Valley Christian Schools Elementary 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 illumination, and various assessments will be aligned to provide a clear academic focus for 21st Century learners and guide continuous school improvement as a fully accredited school. Valley Christian Schools Elementary 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. Valley Christian Schools Elementary will be known throughout the community for a spiritually mature and mission-minded team that is committed to the salvation and spiritual formation and discipleship of students within a family-friendly environment. Valley Christian Schools Elementary will place Jesus Christ at the center of the learning process and provide an 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 student. Valley Christian Schools Elementary will provide an environment of respect for people where students and staff feel valued and safe.

Holistic Education

Valley Christian Schools Elementary 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 focusing on addressing all the needs of a child's intellectual, emotional, physical, relational, creative, and spiritual life. 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 relevant subject areas. Our goal as the Valley Christian Schools Elementary team is to instill a love for a life-long learner through a display of Christ-centered grace and compassion. We are committed to encourage and challenge all students to realize they have the potential to be successful as each is created uniquely 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, the 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. Valley Christian Schools Elementary 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. Valley Christian Schools Elementary seeks teachers who are excellent educators, but all place Christ at the center of their mission. This includes the classroom but also going over and beyond to teach biblical truth 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, which helps minimize transition stress and meets the diverse needs of children.
- Each child is a very special creation with unique intellectual, social, physical, emotional, and spiritual needs.
- Improving student learning is a primary goal of Valley Christian Elementary; 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.

Valley Christian Schools Elementary students are admitted as new and returning students based upon an admissions process, their desire to attend Valley Christian Elementary, adequate support programs are available to meet specific needs as determined by the school, and an ability to successfully complete the required curriculum. At a minimum, one parent of any new or returning Valley Christian Schools Elementary 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.

Students admitted during the school year (once the school year has begun) will have a brief waiting period before they join their classes.

Placement Testing

To assess the needs of students, to include new students, all students will participate in placement testing. Valley Christian Schools Elementary utilizes MAP or Measure of Academic Progress (provided by NWEA or Northwest Evaluation Association) testing for admissions, placement, and yearly benchmark achievements. Arrangements must be made through the school office to take these assessments before enrolling and may be required for students throughout different periods of the academic year. This includes both a Fall and Spring measurement or as deemed necessary by the administration at various points throughout the school year.

Kindergarten Placement

A child must be five (5) years old by September 1 to be eligible for kindergarten. Valley Christian Schools Elementary will follow these age requirements for all enrolling or transfer students.

Grade Placement

Students will not be permitted to “skip over” any grades to include current and transfer students while agreeing to follow the natural progression of grade placement as established by the school.

Classroom/Teacher Placement

To create a positive learning environment for all students and to maintain continuity of our programs, the following guidelines determine student placements. Families should consider just as each child is unique, so is each teacher. An experience that other students may have had with a teacher may be different from what your child could have with the same teacher.

All decisions made by the administration regarding placement should be honored while showing Christ-like character and continual support to their child’s assigned teacher(s). The ending goal for placement is to create a classroom environment that is balanced to best meet the needs of the class.

Educational

- Consideration for the class as a whole – special attention is given to ensure that there is a relatively balanced mix of social, gender, and academic growth within each classroom based on current and previous assessments. This also considers the experience of the classroom teacher and instructional approach.

- Produce a reasonable social dynamic – all classrooms need students with good leadership and a variety of social skills; some children do not work well together and need to be separated.
- Balance maturity levels and behavioral considerations. All classes must attempt a balance of students who may require special attention to their behavioral needs.
- Remain within the class size guidelines.

Parent Input

Parent information regarding their child’s personality and how he/she learns is accepted and considered by the team as students are placed. This information must be written in a letter or email to the campus principal or administrative assistant. Please note that due to the specific considerations and criteria listed above, it is impossible to honor specific teacher requests. Please make every effort to avoid requesting specific teachers by name or assuming a request will be granted.

A request for a child not to have the same teacher that a sibling has is usually honored. All such requests must be in writing and received prior to the end of this school year. Letters or emails of this type will be shared with the teacher.

Timeframe for Placement

Parents will be notified of teacher placements via email prior to scheduled back-to-school orientation days. This allows maximum flexibility due to fluctuating enrollment or related needs. Enrollment can change requiring a student’s teacher to change at any time due to class sections being added or reduced.

Classroom Supplies

The school provide most all basic supplies for students in the classroom. The school/teacher reserves the right to request certain items purchased by families to accommodate specific projects or related activities.

Student Agendas

The student agenda represents an important mode of communication between home and school. Students and/or teachers may write their assignments and special reminders using their agenda each night. Parents should check the agenda each evening at home. The agenda may not be used as an open (back and forth) dialogue between teacher and parent. The student agenda is optional and may not be utilized by all teachers.

Scheduling

It is important that families and students understand school schedules and academic requirements as it will affect their future education and their upcoming junior high/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 whenever available. 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 minimal approvals given for schedule or course changes for students.

Elective Changes

Students who enroll in specials or extracurricular classes (i.e., band, orchestra, theater) may not withdraw from such classes until the end of the semester. The teacher must receive notice by December 1st if the student wishes to withdraw from an elective class. There may be some instances whereas schedule changes will not be granted due to missing the deadline or a particular class is already at capacity.

Transfer Coursework

There may be some rare instances where certain courses taken outside of VCS will be accepted and applied to course requirements. However, not all course work may be transferred or accepted for newly enrolled students. There should be no assumptions that courses taken outside the established VCS curriculum will be transferable for credit or allowed for exclusions from required classes or electives.

Student Files

Student files are how the school collects and organizes student information. These files are confidential and are only available to school personnel who are directly involved with the academic affairs of a student. If a parent wishes to look at his/her child's file, the parent should set up an appointment with the school office. These files are not available to other parents or individuals. In the case of a divorce or separation, the guardian that has signed the school enrollment application will be eligible to view a student file or receive academic documentation. Any other party must present legal verification that they have equal rights. The authorized school office staff will make sure that other academic service personnel is supervised and accountable if student files have been requested for academic testing and psychological evaluation.

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

Valley Christian Schools Elementary curriculum goals are based on the targeted learner outcomes. The goal is for the student to acquire understanding/knowledge/skill, make meaning, and then transfer this understanding/knowledge/skill independently in a new setting. Arizona state standards will be utilized in core subjects that exclude 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 is directly taught and explicitly stated without any assumption of prior knowledge of text or principle. There should be at least one BI per unit plan.

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

Valley Christian Schools Elementary seeks opportunities as part of classroom instruction, interactive activities, unit plans, and lesson plan to provide students the ability to demonstrate their understanding of the content and skill sets they have acquired. This includes an ability to

transfer this understanding independently in new situations. The assessments used at Valley Christian Schools Elementary are observable and measurable, directly aligned to standards, and varied to address different learning styles. This goal is to include various types of assessment methods for students but not limited to tests and quizzes.

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 Valley Christian Schools Elementary curriculum team will confer with the Principal and VCS Curriculum Director 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 in collaboration with the VCS Curriculum Director.

Curriculum Review Process

Step One: The curriculum review committee (CRC) reviews current standards being used and their effectiveness (horizontally and vertically). If necessary, due to feedback from teachers, the committee will research trends in standards for that subject and devise a proposal for change. If necessary, the committee 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 contacts 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 items that they would like to be considered by the review committees. The CRC is supplied with the 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 review by the Finance Director.

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

Step Five: If approval is given, the textbooks and resources are then ordered. All curriculum orders 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 (if applicable to new standards) to plan units and lessons.

Step Seven: Teachers will begin to record their new units under the supervision of the Principal.

Step Eight: The Principal and or Lead Teacher will ensure the necessary changes have been made in Atlas and review them with their respective Principals 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 assessments 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; 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 assessments 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.

Assessments and Weights

The following represents K-6 weights/categories based on specific assessment and/or work completed.

Grade Level	Formative Assessments	Summative Assessments	Homework
Kindergarten	95%	0%	5%
1st - 2nd	75%	20%	5%
3rd - 4th	50%	40%	10%
5th- 6th	30%	50%	20%

Formative Assessments		Summative Assessments
During Learning – Check-Ins		After Learning- Mastery of Concepts
Teacher Observations	Exit Passes	Unit Test
Team Projects	Classroom	Standardized Test
Centers	Quizzes	Projects
Journals	Warm-Up	Research Papers

Definitions

Formative: An assessment for learning that occurs during the learning process and provides information to both teachers and students to adjust/increase learning/pacing. This happens primarily in the classroom setting. Examples may include class work, bell ringers, exit tickets, quizzes, labs, draft essays, etc.

Summative: An assessment of learning that occurs after instruction to determine what students know, understand, and can do at one point in time. Examples may include but not limited to unit exams, major projects (short/long term), essays, and lab practicum.

Homework: Represents all work completed by student outside the classroom (i.e. at home). This would exclude short- or long-term projects given such work would be classified as a summative assessment. This category should be used for items such as reading logs or other compliancy related work. Homework is an item in which teachers cannot truly assess if the student is learning concepts through independent practice. Teachers will rely primarily on formative and summative assessments within the classroom to monitor and/or assess student mastery of content and/or growth.

Grading

1. Grades are posted/recorded no later than five school days from the date the assignment is placed in the gradebook with exception given for projects or long-term assignments.
2. Grades are based on individual student mastery of standards using designated resources of which correlate to such standards. Grades should reflect a student's academic achievement for the grading period and align to some degree with schoolwide and classroom assessments.
3. Formalized accommodations and/or instructional modifications must be specified/approved within a specific learning plan established by our resource/support programs to modify existing grading practices (i.e. VINE or Intervention).

Kindergarten

The kindergarten program uses standards-based grading, where teachers evaluate each student based on their ability to meet each standard or learning objective. The following is the grading scale used.

- EE = Exceeds Expectations (90-100)
 - Demonstrates a clear understanding and mastery
- DE = Developing as Expected (80-89)
 - Demonstrates increased independence and understanding
- BD = Beginning to Develop (70-79)
 - Beginning to understand and develop the necessary skills
- ND = Not Developing as Expected (60-69)
 - Struggles with the basic concepts and skills
- NT = Not Taught during the grading period

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.

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.

Families are responsible to print a copy of the quarterly or year-end report cards. These documents are emailed to families. The link to access report cards will expire after a given span of time and inaccessible.

Honor Roll

There will be annual awards for academic achievement such as A/B Honor Roll and the Principal's Award of Academic Excellence. The purpose of the Honor Rolls is to recognize academic achievement. A student is named to the A/B Honor Roll if they maintain all As and Bs in all their subject areas through the third quarter.

A student is named to the Principal's Award of Academic Excellence for those students who have maintained all As in all subject areas through the third quarter.

Citizenship Marks

Students will be given a citizenship mark on their grade reports for each class. Valley Christian Schools Elementary 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 established rubric.

Students will be given a citizenship mark on their report cards under homeroom or each grading period. Citizenship marks are as follows: O- outstanding, S- satisfactory, N- needs improvement, and U- unsatisfactory.

	O	S	N	U
Respect for God, Others, & Yourself Luke 10:27, Psalm 86:12, I Peter 2:17, Leviticus 19:18, Psalm 8:3-5, Psalm 19:14, Proverbs 12:22, Ephesians 4:25	Always follows classroom rules. Including those related to food, drink, preparation for class, distractions, and disruptions. Always works to the best of their ability.	Consistently follows classroom rules. Including those related to food, drink, preparation for class, distractions, and disruptions. Consistently works to the best of their ability.	Frequently disregards classroom rules. Including those related to food, drink, preparation for class, distractions, and disruptions. Consistently does not work to the best of their ability.	Consistently disregards classroom rules. Including those related to food, drink, preparation for class, distractions, and disruptions. Frequently does not work to the best of their ability.
Respect God's Facility I Chronicles 29:11	Always respects school buildings,	Consistently respects school buildings,	Frequently disrespects school buildings,	Consistently disrespects school buildings,

I Corinthians 4:2	grounds, desks, etc.	grounds, desks, etc.	grounds, desks, etc.	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 Valley Christian Elementary, 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. In universities, 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 Valley Christian Schools Elementary. Students who have been found cheating on any items such as papers, projects, homework assignments, or tests will be given a zero percent (0%) for the assessment.

Sharing answers: Copying another student’s work, whether 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 would be capable of doing.

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.

Missing Work

1. A grade of "M" (missing) will be assigned in the gradebook for work not completed (excused or unexcused absences) by the specified due date. The student will receive an "M" on the day an assignment is collected by their teacher. This may be changed upon the completion of the assignment(s) within the established timeframe.

2. Students will lose 10% per day up to five days on all assignments not submitted by the assigned due date unless previous arrangements have been established (i.e. quarantine). After the initial five days, the grade will be changed from an "M" (see above) to a numeric ZERO in the gradebook.

4. Both progress reports and nine-week grading periods (report cards) should be an accurate reflection of the student's academic performance/achievement. There will be an academic audit conducted if significant differences between posted grades and other assessments. This includes schoolwide growth tools such as MAP and classroom assessments. Final grades should be consistent with but not limited to the student's performance per formative and summative assessments.

5. Generally, students will have at least one day for each day absent to make up work; however, special circumstances (extended illness) may require a different time schedule. There should not be an expectation for the teacher to circle back and teach content missed for extended absences.

Academic 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 school authority to include school rules. Some students may be accepted to Valley Christian Schools Elementary 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 that the student will be expected to apply diligent attention to their 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 usage, and math. Student answer questions correctly the questions increase in difficulty. Also, as the student answers a question incorrectly, the questions get more manageable for them. 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.

Valley Christian Schools Elementary students are required to participate in MAP testing in the areas of reading, language arts, and mathematics twice during each academic year. The MAP test is a computer-based test that is administered with the help of the Principal and classroom teachers. Teachers are expected to help monitor testing sessions with their students. Student test results will be analyzed over time and from year to year to determine adequate yearly progress. Teachers are to actively use student MAP scores to adapt lessons to meet individual learning needs. Teachers are expected to carefully examine MAP test results to differentiate their instruction based on student needs.

Makeup Assignments

Generally, students will have at least one day for each day absent to make up work; however, special circumstances (extended illness) may require a different time schedule. There should not be an expectation for the teacher to circle back and teach content missed for extended absences.

Homework

Valley Christian Schools Elementary 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 mode of simply that of busy work for students. However, families should understand that homework serves as a formative assessment tool to ensure content is mastered before moving on to new concepts.

The following outline expectations and guidelines that will be followed at Valley Christian Schools Elementary 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, 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 a 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 Valley Christian Schools Elementary 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, Valley Christian Schools Elementary will not operate under in the form of a homework policy that identifies specific minutes a student should spend on homework each day. Special projects such as Science Fair, Math Fair, International Fair, 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 VINE Director or Manager 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 while 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 a 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. Valley Christian Schools Elementary and Middle School 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 expectations 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.

Valley Christian Schools Elementary 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 expectations, there are consequences for their choices. Those consequences may include: a verbal warning, loss of recess/break time, 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 in-school or out-of-school suspension. As 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 a greater sense of security, joy, and peace.

We ask that the utmost support be given to both teachers and administrators 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 Valley Christian Schools Elementary 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 their literature class. Try to listen carefully and ask questions.

Go over your child’s assignment book 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 may need to do his 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 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 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 him on the right path.

Grade Retention

If a student is in danger of failing, the parents need to be notified 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 collaboration to the respective Principal by the start of the second semester. There may be instances where 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. All staff will respectfully support and carry out decisions regarding retention or placement once finalized. 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 their 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 nonparticipation in this required conference. If the conference attendees fail to agree concerning the student's placement, the final decision will rest with the Elementary Principal.

Promotion or retention of students or their required retaking of a course shall be primarily based on the following criteria:

Kindergarten through Second Grade

Unsatisfactory progress in reading and failure to complete the necessary levels of reading may result in the necessity of repeating the grade unless determined to be that of a language deficiency. Promotion/retention decisions may also be based on the developmental maturity of the student as well as their academic performance. When considering the developmental maturity level of the student, some indicators to consider are as follows: attendance; birthday; health/wellness; emotional readiness; and social readiness.

Third through Sixth Grade

Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. Promotion/retention decisions will be based on academic performance. Performance indicators to be considered include but are not limited to the following: grades; attendance; standardized assessments; health/wellness; emotional readiness; and social readiness.

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

Valley Christian Schools Elementary 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 Valley Christian Schools Elementary must meet with the V.I.N.E. team before 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 with 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 before 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 Valley Christian Schools Elementary 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, Valley Christian Schools Elementary 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 the 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 Valley Christian Schools Elementary 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 elementary and middle school 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 Valley Christian Elementary.

Most students in the V.I.N.E. program will complete core requirements for elementary or middle school 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 education 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.

The school administration may determine at any time if V.I.N.E. and/or the general classroom setting can no longer provide the necessary resources to support a student. If so, this may result in the family being asked to explore other educational options that may be better suited for the student(s). This may also result in the family being asked to withdraw their student from Valley Christian Schools.

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 an 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 Valley Christian Schools Elementary 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 at the elementary and middle school level 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.

The V.I.N.E. program offers certain levels of academic intervention for students who need support in certain areas. This level of support does not require a specific diagnosis. These services are limited

Teacher Referral Process

When a classroom teacher suspects that a student may have certain challenges once enrolled as a Valley Christian Schools Elementary 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.
- Once the results of the evaluation are received, the V.I.N.E. Director 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. Valley Christian Schools Elementary must abide by state attendance laws.

Valley Christian Schools Elementary students are expected to attend school every day and come to class prepared and on time. Promptness and regularity are essential characteristics for success in life as well as in school. Absenteeism creates a loss to the student even when such absence is excused, and work is made up. Because attendance is an integral part of the educational process, student learning will be more successful if attendance is of primary importance to all involved.

Reporting Absences

Parents should notify the school office via the VCS website 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 8:00 am on the day of the absence. This must be done each morning of the student's absence.

Maximum Number of Absences

The number of allowed absences (excused or unexcused) in a semester is 12. If a student should receive 12 or more absences in a class during one semester, their record will be reviewed as to whether credit will be given for that semester or grade-level retention is warranted. 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 in the same class period. As a rule, any absence other than school activities 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 to the maximum number of absences:

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

According to Arizona Revised Statute 15-803 regarding school attendance, "Absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1 (18 days)."

Other Absence Information

Valley Christian Schools Elementary Activity Absences. Certain Valley Christian Schools Elementary 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 Valley Christian Schools Elementary activities. If a student anticipates taking a planned absence, they must follow these steps:
 - a) Receive Administrative Absence form from the front office two weeks before 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 Absences:* 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.
 - *Skippping Class:* Any student caught skipping class is subject to immediate consequences ranging from detentions to suspension.

Tardy Policy

For students to maximize their classroom learning and to teach self-discipline and responsibility, Valley Christian Schools Elementary 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. Valley Christian Schools Elementary does not distinguish between an excused, and unexcused tardy as our policy already has flexibility regarding the number of tardies we allow before any consequences occur.

- Students arriving at school after 8:25 a.m. must sign-in in the office immediately upon arrival at school and before attending class. Parents must escort the student to the office and may not leave them unattended but rather check-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.
- 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

Tardies are accumulated from all classes on a semester basis based on the parameters listed below:

- Step 1: On the 5th tardy, the parent will receive a warning email.
- Step 2: On the 10th tardy, the student will be issued in-school detention/loss of recess.
- Step 3: On the 15th tardy, the student will be given an in-school suspension.
- Step 4: Students who accumulate tardies beyond 16 will receive a three-day out-of-school suspension requiring a meeting with the Principal, family, and in some cases, the student to establish a course of action before returning to school.

Length of Day & School Year

The normal school day at Valley Christian Schools Elementary (K-4) begins at 8:25 am and ends at 3:20 pm. The middle school program (5-6) begins at 8:25 am and ends at 3:35 pm. There is an early dismissal each Friday, where the school day ends at 2:00 pm for all K-4 students and 2:15 pm for 5-6 students. Please review the school calendar for any additional early dismissal days. 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 over all.
- 1 Corinthians 4:2 – Now it is required that those who have been given trust must prove faithful.

Encourage Others:

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

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

Do When Asked:

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

Student Rights and Due Process

Inherent in the discipline process is the following:

- Attendance at Valley Christian Schools Elementary is a privilege, not a right.
- Students and parents may expect to be treated in a manner that is safe, dignified, biblical, and handled with appropriate confidentiality.
- Christians are to follow the format laid down in Matthew 18:15-17 to resolve complaints or problems.
- If a student or parent disagrees with a decision or practice at Valley Christian Elementary, they should contact the Principal to determine the next 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 a 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.

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

It is our desire that all 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, clearly communicates the expectations and consequences to the students via the syllabus. These classroom expectations are distributed to all parents at the start of the school year and are posted in the classroom for reference.

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 their choices. Those consequences may include a verbal warning, 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. 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:

- Any deliberate and or repeated classroom disruptions.
- Improper use of technology and or electronic devices, including cellphones/computers and Apple watches.
- 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 Valley Christian Elementary. During this time, the student must demonstrate a 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 begin promptly based on the time assigned by the school. Failure to attend detention or being disruptive during the assigned detention will result in additional detention. If students ride in a carpool or participate in after-school clubs/sports, they must make the necessary arrangements to serve their assigned detentions.

Behavior Plan

Students sent to the office for repeated behavior issues may be put on a behavior plan designed to help the student correct his/her behavior. Behavior plans are signed by the students and the parents. Students who do not make significant progress in their behavior will be subject to removal from the school.

Suspension

The 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 Valley Christian Elementary. 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 classroom or office in the school for the term of the suspension. Such suspension shall be made either when it is judged in the best interest of the student or when a parent is not continuously at home to supervise the student. Suspended students are not to have any contact with other students without the expressed permission of the administration.
- *Out of School:* Such suspension shall be made only when either (or both) parent(s) is home to continuously monitor the suspended student and 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 the school in the interests of the student and or the school. Re-admittance to Valley Christian Schools Elementary 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 opinion, it is in the best interests of the school to do so. Expulsion may be the result of a 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 throughout this process. The Head of School will be informed of the Elementary Principal's final decision to withdraw from a student(s) based on inappropriate parental behavior.

Any student whose conduct or attitude in or out of school shows 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 will be recommended to the Elementary Principal to whom will report such information to the Head of School if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, the date of withdrawal from the school will be set, and the withdrawal procedure followed. The expulsion date may be immediate.

GENERAL POLICIES

Parent Supervision

All parents/family members are asked to closely supervise their children while on campus and related school events. Children should not roam freely around the campus without parental supervision. If younger children become a distraction during morning opening, Chapel, or school programs, parents are asked to take the child(ren) out until they can come back in quietly, so as not to interfere with others.

Playground and Recreational Areas

Elementary Students (K-4):

These rules have been developed as guidelines for safety, but they may not cover every situation that occurs on the playground. Playground staff may also use their own judgment in determining the safety of additional practices. The playground or recreational area is defined as the area that includes wood chips, grass, and asphalt. Students may not use the sidewalks for playing or running during recess or breaks.

- One student is allowed on a swing at a time. He/she must be seated when swinging and swing in a straight pattern. Jumping from the swings is not allowed. Students who are waiting for a swing should stand at a safe distance from the swing and count to 100. At that time, the child on the swing should get off and allow the child who is waiting in line to use the swing.
- Only one (1) student should go down the slide at a time. Students should not climb up the slide but must slide down feet first.
- No more than six (6) students should climb on the red jungle gym at a time.
- Students should take turns on the monkey bars.
- Climbing is not allowed on top of the monkey bars, fences, poles, basketball standards, buildings, or trees.
- Tag is permitted with light touching (only). Shoving, grabbing, tackling, and pulling are not permitted.
- Toys may not be brought to school from home, except for show and tell, or at the discretion of the teacher.
- Balls may not be thrown at anyone unless it is part of an organized and supervised game, and then they should only be thrown below the chest.
- Do not stand or walk on the picnic tables. Sit on the bench part only.

- Do not kick any basketball or four (4) square balls. Soccer balls and footballs may be kicked as part of an organized game. Four-square balls must be used appropriately without slamming or banging.
- Do not hang on the basketball rim or adjust the height of the basketball standards.
- Do not pick flowers, climb trees, or break off any part of a plant around the campus or playground area.
- Hats and sunshades may be worn on the playground and outside.

Middle School Students (5-6):

- One student is allowed on a swing at a time.
- Only one (1) student should go down the slide at a time. Students should not climb up the slide
- Climbing is not allowed on top of the monkey bars, fences, poles, basketball standards, buildings, or trees.
- Tag is permitted with light touching (only). Shoving, grabbing, tackling, and pulling are not permitted.
- Balls may not be thrown at anyone unless it is part of an organized and supervised game, and then they should only be thrown below the chest.
- Do not stand or walk on the picnic tables.
- Soccer balls and footballs may be kicked as part of an organized game.
- Do not pick flowers, climb trees, or break off any part of a plant around the campus or playground area.
- Hats and sunshades may be worn on the playground and outside.
- Students are not allowed to roam freely around the school grounds and must stay in their assigned area.
- Students are not permitted to play in the parking lot that surrounds the buildings.

After School Clubs

After School clubs are conducted throughout the school year. A variety of athletic and non-athletic clubs may be offered to all age groups and requires 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 (Valley Grill & Valley Central)

If available or authorized by the school, students have the option to order a school lunch online. Students should bring water to their designated lunch period. If your child has a food allergy, please notify the nurse in writing specifying the allergies. Lunch will be eaten in the cafeteria (Valley Grill or Valley Central) or assigned area with proper supervision. 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 their assigned area. Students are to stay sitting at their table until dismissed by the teacher on duty.

All food consumption is to be in the lunch area. Students should not take uneaten food with them back to their class or outside. The school cannot accommodate guests eating with their students

on campus. Parents may choose to check out their students from school for any special occasions and return afterwards.

Lunch Ordering

The Lunch Program and ordering portal takes place through FACTS (RenWeb). Lunch orders for the following week are due by 11:59 pm on the previous Thursday. Lunch credits are not given. Students receive a bottle of water when they order online/hot lunch.

Families should log into Family Portal and order lunch for their student(s). As soon as the order is submitted through Family Portal, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on Family Portal.

Lunchroom Guidelines

The following are set expectations to be followed by all students during their designated lunchtime:

- Show respect to all supervisors in the cafeteria.
- Do not enter the cafeteria until you have been invited by cafeteria support staff.
- Always walk while inside Valley Grill or Valley Central– no running or horseplay.
- Place trash and related items in the correct containers.
- Use soft, inside voices always – no shouting or yelling.
- Keep food on a plate or in your mouth/chew with your mouth closed
- No throwing, sharing, or playing around with food or drinks.
- Sit up properly and in the designated area
- Keep hands and feet to self.
- Clean up personal eating area or areas assigned by the support staff
- After exiting, place lunchboxes neatly in the designated area.
- If you need to use the restroom, ask for permission, use the one located in Valley Grill or Valley Central
- Students may have limited access to microwave ovens to heat lunches.
- Students are not permitted to be behind the serving counter at any time.
- Students are to remain in Valley Grill or Valley Central until dismissed by support staff.

Candy, Gum, Snacks

Gum chewing can become messy and is distracting; therefore, gum is not permitted for students during the school day. Exceptions may be granted by teachers for testing sessions but must be properly discarded immediately after the testing session. A snack brought from home may be consumed at breaks or at lunchtime. Valley Christian Schools Elementary highly recommends that students limit the consumption of candy, snacks, and soda to maintain a healthy lifestyle. Please do not pack candy or excessive sugary items for student snack or lunchtime.

Birthday Parties

Birthday parties will be held once a month on a designated day and time for each grade and will only be 30 minutes long. The child's teacher will provide monthly information regarding birthdays. Parties will take place in designated areas. Due to instruction taking place in other classes, students from other grade levels cannot be taken out of class to go to the party. For

allergy and health reasons, please do not bring anything with nuts in it. The suggested items are cake, drinks, snacks, napkins, plates, cups, forks, or spoons. Parents will be responsible for all setup and all cleanup, which includes decorations and food, as the school cannot always accommodate the cleanup process. There are 15 minutes for setup and cleanup. Please do not bring any gifts. If a child is planning a party outside of school, please give all invitations to the classroom teachers to be distributed. Invitations must either be for all the students in a class or for all the boys or for all the girls.

Pet Policy

Animals that 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 parents to bring them a water bottle to school. All student water bottles should be clearly marked with first and last name.

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 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 or stolen personal items.

Students are not to bring toys, video games, cars, or other related items from home. Sports equipment can be brought to school and used at recess/break (only) as approved by the PE teacher or Principal. The school is not responsible for any lost or damaged items brought from home. If there are any questions related to the definition of items that may be brought to school, it should be communicated to the administration (before bringing it to school) for clarification. Any such items are seen or heard because of being brought to school by students will be confiscated and turned into the Principal and will only be returned to the parent. The 2nd time the item is confiscated, it will be held by the Principal for four weeks and then returned to the parent. The 3rd time the item is confiscated, it will be donated to a local charity. Continued violation of this policy will result in the item being confiscated and kept until a parent/guardian retrieves the item from the Principal.

Students should not bring personal books, magazines, or related items to school. This will reduce distractions in the classroom and avoid different views and preferences related to content or themes. Teachers may ask students to bring certain books or related materials to school for purposes of classroom activities or projects.

Cell Phone Policy

Student cell phones or any other related communication devices (i.e., Apple Watch) are NOT permitted at any time. Cell phones may remain in the students' backpacks for use once off-campus. Students who violate this policy will be given a verbal warning for the first occurrence and a note sent home to the parent. The next occurrence will result in confiscation from the student and require the parent to retrieve the phone. Thereafter, the student will face suspension and a parent/student meeting with the Principal. Students may use the office telephone as needed. However, students must have a hall pass from their teacher to go to the office to use the phone.

Headphones

Headphones may not be worn around campus at any time. Headphones may not be worn in the classroom or computer except for classroom activities.

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 a 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. Valley Christian Schools Elementary 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 Valley Christian Schools Elementary either on or off-campus (including all vacations or breaks).

The following corrective actions may be taken of which may include immediate up-to-five-day suspension or expulsion. In addition, the school may require counseling or drug testing at the parents' expense. A student who distributes or sells mind-altering chemicals will be reported to the police and is subject to immediate expulsion from Valley Christian Elementary. A student who possesses illegal substances on campus or school events will normally be asked to withdraw or be expelled from Valley Christian Elementary.

Social Media and Personal Communications

Valley Christian Schools Elementary 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, the 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, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug/alcohol use.

Valley Christian Schools Elementary 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.

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.

Marriage and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. We believe that the

term “marriage” has only one meaning. It is sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has prohibited intimate sexual activity outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one’s biological sex or otherwise acting upon any disagreement with one’s biological sex) or advocacy of sexual immorality, is sinful and offensive to God. If a student advocates or practices lifestyles outlined in this paragraph and does not repent of it, they likely will not be retained as a student at Valley Christian Schools.

Bullying and Harassment

Valley Christian Schools Elementary believes every student has the privilege to learn in an environment that is free from hurt caused by bullying, intimidation, or harassment. We aim to create a school culture and environment where bullying will not be tolerated. Our policy aligns with Biblical principles. Our framework for this policy is to establish relationships which are grounded in God’s love, compassion, reconciliation, and restitution. We are called by Jesus Christ to provide our students with a wholesome academic environment. Therefore, we do not condone behaviors which harm other students, whether physically or emotionally. Bullying of any kind is unacceptable. If bullying does occur, all students should be able to report and know that the incident will be dealt with promptly and effectively. Any student who believes he or she has been the subject of bullying, is to report the incident immediately to a teacher, staff member, school administrator, or parent/guardian as applicable. The student or students who are bullying others must learn to stop their destructive behavior while reporting incidents in a timely fashion is critical to allow proper follow up verses an extended amount of time having lapsed.

Children do have disagreements with each other, and friendships change from time to time. This can be considered conflict and not bullying. This will be dealt with differently as warranted.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

While behavior at times and other 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 who engage in behavior outside of school that brings discredit to themselves, and the school will be held accountable by the school and likely suspended or dismissed. Although the school's intent is not to monitor conduct off-campus, Valley Christian Schools Elementary students will be expected to act in a manner that brings credit to themselves, their families, the school, and our Lord.

Elementary students or families are encouraged to file a report directly with their teacher and/or Campus Principal. An online form may also be used to accommodate reporting anonymous concerns. Those to whom experience any form of harassment, bullying, or discrimination may use the VCS online reporting platform to file a report <https://valleychristianaz.org/Reporting/>. These reports are taken extremely seriously; therefore, it is critical that all information provided is accurate and true to the best of one's knowledge. Note that a situation will be handled differently, but appropriately, if it is reported anonymously. Falsifying information on any report of such nature is grounds for disciplinary action to include immediate expulsion or termination.

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 that result in damage to or destruction of the 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).

Fighting

Fighting or other related behavior/actions to cause harm among students/faculty is absolutely prohibited. In most cases, students involved in a fight will be sent to the Principal for follow up to include a communication to the parent. The student may receive council, detention, or in other extreme cases suspended regardless of "who started it." Upon initial disciplinary action, the student(s) may be expelled from VCS for further issues involving fighting or seeking to cause physical harm to another individual.

Disrespectful and or Disruptive Actions, Language or Attitudes

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

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.

Accident Prevention

Students are always expected to walk from one activity/class to another and not run/push while keeping hands off other students. 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 Valley Christian Schools Elementary 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.

Public Display of Affection (PDA)

Inappropriate public display of affection will not be tolerated. No public display of affection (PDA) is allowed. 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 Valley Christian Schools Elementary 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 Valley Christian Schools Elementary are not permitted on school grounds or off-campus school-related functions. The school will determine at any point what is deemed inappropriate.

Obscene Behavior

Obscene behavior, which includes cursing, lewd, offensive, or vulgar language or gestures, whether physical, written, or spoken, are not permitted.

KIDS CLUB

General Information & Philosophy

Valley Christian Schools Elementary Kids Club meets from 7:00 – 7:55 a.m. and after school from 3:50 – 5:00 p.m., Monday through Thursday, and 2:20 – 5:00 p.m. on Friday for VCS elementary students. There will be a fifteen-minute grace period for pickup.

If a parent or designated pick-up person arrives at 5:16, they will be charged \$25 per student/per day. Charges will be billed to the family FACTSIS account monthly.

Kids Club program reflects the standards of excellence to include a shared vision of the purpose of education, discipline, and respect of students. The program is NOT childcare or related services. There are no fees charged for families to participate. Kids Club provides social time before and after school, which is safe and worry-free. Kids Club program provides a set schedule and general activities to engage students. A specific time is planned for play, homework, crafts, snacks, and activity centers. There are no field trips off-campus, and transportation is not provided.

Authorized Caregivers

All staff members are screened, fingerprinted, and Christian believers. A staff member with current training in first aid and CPR is always present.

Enrollment Guidelines

Valley Christian Schools Elementary students must be enrolled in the Kids Club program to participate. Students from sister campuses may not participate or be enrolled in Kids Club.

Sign-In Procedures

Enrolled students are transferred to the Kids Club Program by an assigned staff member at 3:50 pm.

Sign-Out Procedures

Students can be signed out of Kids Club by any person who has that student's car rider number. In addition, the sign-out book must be signed by the person who is picking up the student.

Child Safety Checkout Protocol

The following protocol is required for the protection of all students being checkout of the Kids Club Program:

- A Kids Club worker may ask for picture identification in the event a car rider number is not provided. Parent cooperation is required to be a part of Kid's Club.
- A child must leave the school campus with a parent/guardian once he/she has been signed out.
- A child may not sign him/herself out to go home or to an extracurricular activity.
- If a child signed into Kids Club is participating in an extracurricular activity on campus, the coach or adult activity leader must come to Kids Club and sign the child out. If a child attends an extracurricular class and is not picked up immediately at the end of the class, the child will be signed into the Kids Club program. The parent/guardian will find their child in Kids Club and follow the sign-out procedures.

Behavior Expectations

Valley Christian Schools Elementary rules apply in Kids Club, as well as during school hours. The discipline consequences used are verbal warnings, behavior plans, removal from activity, notes home, phone calls to parents/guardians, conferences, detention, suspension, probation, and expulsion. A student may be expelled from Kids Club at any point for consistent and/or acts of inappropriate behavior (verbal or physical) effective immediately.

Medical Care

A child exhibiting any of the following symptoms should not attend the Kids Club program:

- Fever in the last 48 hours (without the aid of medication)
- Diarrhea within the last 48 hours
- Vomiting within the last 48 hours
- Persistent cough
- Unexplained or undiagnosed rash
- Pink eye/conjunctivitis
- Head lice or nits

The Health Office is generally not open during Kids Club hours. Therefore, if a child becomes sick during Kids Club, the staff will contact the parent or other authorized person to pick up the child from the program. It is expected that the child is picked up immediately. The child will rest in an isolated area until a parent/guardian arrives. In case of serious accidents, the paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital or doctor's office by ambulance. Staff will notify a parent/guardian as quickly as possible.

Disbursement of Medication

Prescription and non-prescription medications can be administered to Kids Club students only during PM Kids Club hours of 3:50 – 5:00 p.m. Medication will not be dispensed during AM Kids Club hours. Instead, students will be sent to the Health Office when the school day starts to

receive medication from our School Nurse if medication is needed. To administer medication, Valley Christian Schools Elementary Kids Club Coordinator must receive written permission signed by the student's parent or health care provider. Please follow the guidelines below.

Information Needed to Administer Medication:

- Prescription medication (must be in a container dispensed by a pharmacy)
- Name of the child
- Type of medication
- Prescription number
- Instructions: Dosage and route of administration, times, and frequency of administration, starting and ending dates of dosage
- Reason for medication
- Date of authorization
- Non-Prescription medication (must be in a container prepackaged and labeled by manufacturer)
- Medication must be labeled with the student's name

Kids Club does not supply stock prescription or non-prescription medication to students. Medication will be dispensed according to the manufacturer's instructions unless written authorization and instructions on dosage and frequency are provided to Kids Club by enrolled student's health care provider. Only one Kids Club staff member will be designated to administer prescription or nonprescription medications at any given time during PM Kids Club.

HEALTH AND WELLBEING

General Requirements

Valley Christian Schools Elementary 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 48 hours
- Diarrhea within the last 48 hours
- Vomiting within the last 48 hours
- Persistent cough
- An unexplained or undiagnosed rash
- Pink eye/conjunctivitis- pink to red, itchy eyes with a discharge

Additional Protocols and Procedures

Under no circumstances may a student come to school, or a parent bring a sick student to school, if the student is showing any signs of illness. Sick students have the potential to expose other students and staff members who they encounter. A sick student must remain off campus for 48 hours until they have recovered or comply with the criteria listed under *Symptoms Requiring Removal or Absence of a Student from School for 48 hours*.

If your student is believed to have been exposed to a confirmed COVID-19 positive individual, we recommend that your student stay home for five days, unless they have been vaccinated. We will not be conducting contact tracing or classroom quarantines but reserve the right to quarantine an individual based on their exposure or implement such procedures if a situation warrants us to do so. After five calendar days from exposure, if your student hasn't shown any symptoms, they may return to school and activities. If your student is displaying any COVID-19 symptoms, regardless of exposure or vaccination, they must remain home.

We encourage our families to take any precautions they feel necessary, such as getting vaccinated and/or wearing a mask. We do not have any requirements for masks on any of our campuses or classrooms. Please continue to report any illnesses, including any COVID quarantines or positive test results, using our Absence Report online at [valleychristianaz.org/report absence](http://valleychristianaz.org/report-absence)

We thank you for your continued support and trust as we strive to keep our students, faculty, staff, and community as healthy and safe as possible while continuing to provide in-person instruction and opportunities for community.

Symptoms Requiring Removal or Absence of a Student from School for 48 Hours

- Fever: Fever is defined as having a temperature of 100.4°F or higher taken with a non-contact thermometer (a student needs to be fever free for a minimum of 48 hours before returning to school, that means the student is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- COVID-19-like symptoms such as: fever, sore throat, vomiting, diarrhea, body aches, persistent cough, loss of taste or smell, running or stuffy nose that are not allergy related, or headache.
- Vomiting: two or more times in a 24-hour period.
Note: please do not bring your student if they have vomited during the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking, or continuous coughing.
- An unexplained or undiagnosed rash
- Pink eye/conjunctivitis – pink to red itchy eyes with a discharge
- Student is irritable or requires more attention than we can provide without hurting the health, safety, or well-being of the other students in our care.

COVID Protocols

If a student or employee of VCS contracts or tests positive for COVID-19, they must isolate and remain home from school and activities for five days. Day one being the first full day after symptoms developed or the test specimen was collected.

Individuals who test positive or contract the virus can return to school and activities after five full days if they meet one of the following criteria:

- fever-free for 24 hours and symptoms are resolving.

- are asymptomatic; or,
- produce a negative viral test.

Once returning, students or employees should wear a mask for five calendar days when they are inside and around other individuals.

Under no circumstances may a student come to school, or a parent bring a sick student to school, if the student is showing any signs of illness. Sick students have the potential to expose other students and staff members who they encounter. A sick student must remain off campus for 48 hours until they have recovered or comply with the stated criteria.

Families should continue to take any precautions they feel necessary, such as getting vaccinated and/or wearing a mask. Report any illnesses, including any COVID quarantines or positive test results, using the school website.

Head 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 are 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 students (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. Valley Christian Schools Elementary 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 Valley Christian Schools Elementary 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 Elementary 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 the 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. The dosage requested by the parent will be in keeping with the 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's 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.

STUDENT DRESS CODE

Valley Christian Schools Elementary 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. 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 while being comfortable in the learning environment and other school-related activities. The standard of dress for the elementary campus is designed to reflect modesty, neatness, and appropriateness. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment. The administration reserves the right and final determination if a student is not dressed in accordance with the dress code.

The dress code is not designed to align with any fashion trends or fads. Valley Christian Schools Elementary recognizes that families, and sometimes school officials, interpret the dress code in different ways. Therefore, we know consistency is a must, and to that end we have identified specific items for students to provide better guidelines of what is and what is not acceptable.

We ask that parents take responsibility for making sure their child complies with the dress code. This should take place prior to the child arriving to campus. All dress code requirements are in effect while a student is on campus for any reason. At all other times, all dress decisions are expected to positively reflect on Valley Christian Schools. After school hours, whether on campus or off, any student conducting activities as a representative of Valley Christian Schools Elementary is expected to dress as directed by the event sponsor/ teacher/ coach. Any student attending after school functions as a spectator should consider these dress code guidelines and their representation of Valley Christian Schools Elementary.

*Students **may wear** the following:*

- Individuals, groups, images, or wording that does not conflict with biblical principles.

*Students **must wear** the following:*

- Appropriately worn and sized clothing which completely cover shoulders, abdomen, back, cleavage, and undergarments always when sitting or standing.
- Appropriate undergarments – which should not be seen

*Students **may not wear** the following:*

- Any item pertaining to gothic, occult, negativity, sexual connotations, violent themes/images, cursing/profanity, drug use or related images, political affiliations, or other items deemed inappropriate by the administration.
- Lettering on the rear end of clothing.
- Pajama tops or bottoms or house shoes/slippers (unless approved i.e., spirit day, class reward)

- Bike shorts or yoga pants
- Any article of clothing that has holes or rips (including jeans)
- Oversized / baggy/ sagging/see-through articles of clothes

SHIRTS

- All shirts as a part of regular dress code may be worn un-tucked.
- Sheer shirts must have a traditional, wide strap tank top or dress code approved shirt underneath.
- Students not wearing their **required** chapel shirt on designated days is considered a dress code violation and will be addressed accordingly. Please plan for designated chapel days.

PANTS /SHORTS

- All pants/shorts, etc. must be in good repair and neatly hemmed (no fraying).
- Sagging or oversized are not permitted.
- Short lengths- 3" above the knee when standing with hands to the side.
- Students may wear athletic shorts or pants if they do not have holes.
- Shorts must be 3 inches above the knee when standing (hands to the side).

DRESSES/SKIRTS

- Dress and skirt lengths are to be no more than 3 inches above the knee when standing/hands to the side.
- Dresses must completely cover shoulders (and undergarments), abdomen, back, cleavage, and undergarments always when sitting or standing.
- Shorts/spandex must be worn under dresses and skirts
- Leggings/form-fitting pants may be worn as long as there is a top that comes to 5" above the knee when standing (hands to the side) if worn over the pants.

SHOES

- Shoes must be always worn while on campus.
- Students may wear sandals that have a heel strap.
- All students should wear athletic shoes and socks on their designated PE days.
- Students may not wear flip-flops.

ACCESSORIES AND MAKEUP

- Hats and sunglasses may not be worn unless participating in specific outdoor school activities. Hats and sunglasses may not be worn in common areas, hallways, or in-doors. Boys may not wear earrings or gauges.
- No jewelry, or any other object, may be worn in any piercing except for 'no more' than three (3) earrings in each ear for female students. No nose rings may be worn to school.
- Makeup (natural) applied in a manner that is not a distraction is allowed for girls only.

- No visible tattoos are allowed on campus or at any school-sponsored function (including off campus functions) unless they are temporary and for the express purpose of school spirit, school events, or special programs. A student may not acquire a new or additional tattoo(s) once enrolled as a Valley Christian Schools Elementary student.

HAIR

- Boys' hair should be neatly cut. Hair cannot extend past the collar. The side length should allow the lobe of the ear to show. The hair may not touch the eyebrows.
- Extreme hairstyles, including an insignia shaved or dyed into hair, or coloring that gives an unnatural appearance are not permitted for boys or girls.
- Facial hair must be neat and well-trimmed. If any student cannot maintain such standards, they will be asked to remove all facial hair
- Hair must be always kept out of the eyes.
- The school reserves the right to require a student to get a haircut, change a style, or change a color, if, in the judgment of the administration, the student's choice has created a distraction.

DRESS CODE VIOLATIONS

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

- 1st violation: Warning (dependent on infraction)
- 2nd violation: In-School Detention/Parents called to bring proper attire
- 3rd violation: Student sent home for the rest of the day
- 4th violation: Parent & Student meeting with Administration
- 5th violation: Parent & Student meet with Principal; behavior contract issued
- 6th violation: Further disciplinary action to include suspension and/or dismissal

Dress code infractions will be addressed by the homeroom teacher and recorded in RenWeb. The Principal, Vice-Principal, Lead Teacher, or designated support staff may determine and respond to any dress code violations involving students and notify families for follow up. This includes the right to send students home or request parents to bring an immediate change as deemed necessary.

CONFLICT RESOLUTION

Matthew 18 Principle

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. The Scripture says, *“Faithful are the wounds of a friend . . .”* (Proverbs 27:6).
- **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 amicable solution.

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

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-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 Valley Christian Elementary.

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, they will be subject to the discipline listed under the policy. If a student remains at Valley Christian Elementary, the following will apply to those involved in extracurricular activities. If a student violates the policy during the off-season, the suspension shall begin at the start of his or her next extracurricular activity. The penalty for violating this rule is as follows:
 - 1st violation – suspension from games/events for at minimum one week
 - 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 tardies, unexcused absences, or misbehavior in class, will be ineligible for the next regularly scheduled event. Continued violation of school rules will result in the student being dismissed from the team/activity.
- 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 regarding any penalty given. Normally the following action will be taken:
 - 1st violation - Students will be ineligible for the next regularly scheduled event.
 - 2nd violation - Students will be ineligible for the next four regularly scheduled events.
- End of season violation - If a 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 for 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 in all extra-curricular outings.

Eligibility for Extra-Curricular or Related 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 the ES 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 the 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

Fan Behavior at Valley Christian Schools Elementary Events

Although Valley Christian Schools Elementary realizes that adults (parents/guardians) are not bound by the same code of conduct as their children enrolled at Valley Christian Elementary, it should be noted that all persons attending Valley Christian Schools Elementary -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 the coach or players during practices, games, time-outs, halftime, and or coaching from the sidelines.

ADMINISTRATIVE INFORMATION

Regular After School Dismissal Process

At the end of the school day, students will be escorted by staff to the designated dismissal areas or aftercare services. Students must stay in their assigned dismissal area until released (utilizing

car rider numbers) by the duty staff. Students are not allowed to go back to any area of the campus (including classrooms) once they arrive at their assigned areas. Unless picking up students from Kids Club (park and enter through the east entrance), parents should not leave their vehicles and enter the campus (for the safety of students) but instead, follow the established dismissal protocol. Parents may begin to arrive for student pickup via the car rider process at 3:10 pm. The official school dismissal process starts at 3:25 pm (car numbers called).

Drop Off Process (Mornings – Exclude Friday)

Those participating in Kids Club may begin to arrive at 7:00 am. This club ends for registered students at 7:55 am. Families can enter from Guadalupe Rd. and park closest to the main entrance to escort their children to the designated check-in station.

Otherwise, the following steps are required for morning drop off (car riders):

- The regular drop off the process for car riders (exclude morning care) begins at 8:00 am
- Families must turn onto South River Road via Guadalupe Road (no alternate route).
- Enter the Sun Valley Church parking lot (from the northside, not the westside) and approach the drop off area.
- Please exercise extreme caution and lower speed approaching the designated drop off area.
- All drivers must stay in their vehicles to create a safe and organized drop off process.
- All drivers should avoid the distraction of cell phone use while dropping off their children.
- All late arrivals (after 8:25 am) will park, escort their student(s), and enter through the east entrance and check-in at the office.

Pick Up Process

Those students registered in Kids Club will be transferred to Valley Grill or Valley Central starting at 3:50 pm. The Kids Club program is open for registered students until 5:00 pm. Students will NOT participate in the regular car rider pick-up process. Those families with students participating in Kids Club may enter from Guadalupe Road. Afterwards, park in the Sun Valley Community Church parking lot and enter through the Trojan Tunnel to pick up their student(s) from Valley Grill or Valley Central. All families must have their car tag or image of it on their smart device to retrieve a student from Kids Club.

Otherwise, the following is required for the afternoon pick up (car riders).

- The pickup process begins at 3:25 pm via car rider line. All cars are assigned a particular number.
- Ensure school-issued car tag is displayed (hangs from the rearview mirror). New car tags will be issued at the start of each school year.
- Drivers may briefly step in and out of their vehicle to assist small children (if necessary). Otherwise, all drivers must stay in the vehicles to create a safe and organized drop off process.
- All drivers should exercise caution and patience while avoiding the use of cell phones during the dismissal process.
- Cars will leave the dismissal area via Valley Alley (adjacent to the tire center) or behind the school office.

- If exiting by the tire center, turn right on Guadalupe Road (no left turn permitted)
- All drivers will need to stay in their vehicles to create a safe and organized process.
- Students need to be picked up by 3:55 pm in the car rider line. If not picked up, students will be moved to the office. If not picked up by 4 pm, a \$25 fee will be charged per student/per day. This charge will appear in the FACTSIS account on a monthly basis.

Chapel and Assemblies

The chapel is a time set aside on Monday (Grades 3-4) and Tuesday (Grades K-2) for faculty and students to worship together. The middle school chapel (Grades 5-6) will take place on Tuesday in the youth worship building. The Ministry Development Team is responsible for planning the weekly chapel services. Students' behavior in the chapel should demonstrate a reverent attitude and heart. Special assemblies may also be held on various occasions. All students must wear their assigned shirts to the chapel per dress code.

Homeroom Pledges & Prayer

Students will begin each homeroom day with selected pledges. Teachers will also take time for an opening prayer each day as part of this designated time. Teachers and staff are encouraged to pray during the day both inside and outside of the classroom as the needs arise.

The following are the pledges conducted daily in homerooms at Valley Christian Elementary:

The Pledge of Allegiance to the American Flag: I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

The Pledge of Allegiance to the Christian Flag: I pledge allegiance to the Christian Flag and to the Savior, for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life eternal for all who believe.

The Pledge of Allegiance to the Bible: I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

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 to the campus must be granted permission from the Principal. All visitors must adhere to the code of conduct and dress code. 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 before arriving on campus.

Parent Volunteers

Parents are encouraged to call the school office to find out more about how they can assist. All volunteers must follow all current Valley Christian Schools requirements to volunteering on campus. Valley Christians Schools has an active volunteer organization known as VCVC. Parent volunteers are vital to the healthy development of a school. Please encourage all parents

to become VCVC volunteers by contacting the campus VCVC Lead Parent for additional information.

Standard of Conduct for Volunteers

- Volunteer work will fall under the authority of the activity's coordinator and, subsequently, the authority and direction of the teacher and administration of the school. The teacher, school administration, and likely VCVC must approve all activities.
- Volunteers should respect the time and schedules of the teachers and staff. Volunteers (parents) should avoid unannounced visits to the school (classrooms) that are not pre-planned if they desire to support through volunteerism of which is greatly appreciated.
- Clean, modest attire must be always worn.
- Language, actions, & attitudes, which model high standards of moral behavior, are always expected while on campus.
- Gossiping or speaking in an inappropriate or complaining fashion about the school or staff members will not be permitted and will be reported to the administration.
- Volunteers are accountable for performing their assignments in the safest manner possible, avoiding personal injury or injury to students or faculty.
- To give one's undivided attention to the task at hand, we ask that volunteers do not bring your preschool-aged children with you when you come to serve. Exceptions are at the discretion of the teacher.
- Respect and care are to be given to property belonging to Valley Christian Schools Elementary, a facility VCES is using, or to the property of another volunteer, parent, or visitor.

Parent/Teacher Conferences

All parents are required to come to school at the end of the first quarter for a conference. The school may require a conference during the second semester of the year if deemed necessary. Teachers should keep a conference summary sheet for each student and record items discussed with parents. Teachers should be prepared for parent/teacher conferences. The teacher should have the student's grades and examples of student work handy for reference.

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 of concern. Parents and teachers should be mindful that conferences should take place as needs arise and not merely during schoolwide conferences per the school calendar.

Parental Cooperation

At Valley Christian Schools Elementary, we value our partnership with families in educating our students. To this end, all communication and interaction are 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 the 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 a 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

Valley Christian Schools Elementary 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.

Special Events

The following is a brief explanation of special days and events that occur at Valley Christian Schools Elementary 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 Days: Students are placed various color teams. The teams compete throughout the school year for points.

Open House/Family 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 relevant information.

Science or STEM Fair: Valley Christian Schools Elementary celebrates Science, Technology, Engineering, and Math on our STEM Fair night. Students research and prepare either traditional science fair exhibits or expo-style exhibits for the parents and guests to interact with each other. The focus is on the discovery, scientific reasoning, exploration, and fun. Parents and guests are highly engaged with each project as presented by a single student, a group of students, or a classroom.

Christmas/Spring Programs: Students perform in a program that celebrates the true meaning of Christmas. Each class has a part in the program as students sing, dance, and act. Family, friends, and the community are invited to these evening events. The Christmas Program and Spring 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 for our students.

International Festival: Student’s research and learn about specific regions and countries around the world. They present information about a specific country or region. Students will make display boards and are encouraged to display artifacts, flags, etc. from their chosen country/region.

Celebrate Reading: All students and teachers at Valley Christian Schools Elementary are encouraged to set individual reading goals, read at multiple times, dress-up days, and participate in a special celebration at the end of our designated Reading Celebration.

Transportation

Valley Christian Schools Elementary provides some designated routes of transportation to school. This is the responsibility of the parent/guardian to arrange with the Valley Christian

School's transportation department. There are some cases where Valley Christian Schools Elementary will provide arrival transportation for those with siblings attending the junior high or high school. However, there is no transportation whatsoever provided for students to be taken home after dismissal. Valley Christian Schools Elementary may provide transportation for school field trips or other school-related events with some cost contributions from families.

Field Trips

Field trips are an extension and reinforcement of classroom learning. Therefore, each teacher is strongly encouraged to plan one field trip each year. 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 procedure for planning a field trip is as follows:

- There must be at minimal one staff member for every ten students, along with many volunteers, attend each field trip.
- All parent/guardian chaperones must follow the proper VCS protocol in advance to participate in the supervision of students or to interact with them on a field trip.
- The method of transport for field trips (including students, faculty, and chaperones) will be a school bus or van and not a parent or private vehicle.
- A parent may choose to transport their own child or children at their discretion while following all state and local guidelines.
- The classroom teacher should research the trip, then fill out a field trip request form (see office) and submit it to the Principal two months in advance of 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 form.
- The classroom teacher will coordinate with the School Office to assist with any transportation needs.
- Medical consent forms and related information to include the need for epi-pens/halers must be confirmed with the School Nurse prior to departure.
- 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 unforeseen delays.
- Students will most likely wear a designated shirt for 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 Valley Christian Schools Elementary computing and communication resources, including computers, devices, electronic data, networks, services, information sources, communication services, and other communication resources.

Valley Christian Schools Elementary computing and communication resources are the property of the school. 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 the use of Technology

Requirements for the Use of Valley Christian Schools Elementary Computing and Communications Resources:

- Users must comply with all applicable local, state, and federal laws and regulations, and with school 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 VCS 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 actions that masks any Valley Christian Schools Elementary domain as a host site is prohibited unless authorized by the school Technology Department.
- Unauthorized anonymous and or pseudonymous communications are prohibited. All users are required to cooperate with appropriate Valley Christian Schools Elementary personnel or other authorized personnel when investigating the source of anonymous messages.
- Misrepresenting or forging the identity of the sender or the source of electronic communication is prohibited.
- Unauthorized acquisition attempts to acquire and use passwords of others is 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 Valley Christian Schools Elementary Technology Department is prohibited.
- Unauthorized use and attempts to use the computer accounts of others is 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 Valley Christian Schools Elementary computer resources or electronic services without authorization or beyond one's level of authorization is prohibited.
- Making Valley Christian Schools Elementary computing resources available to individuals not affiliated with Valley Christian Schools Elementary without the approval of the Valley Christian Schools Elementary 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 Valley Christian Schools Elementary 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 Valley Christian Schools Elementary 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 Valley Christian Schools Elementary network/campus without approval of the Valley Christian Schools Elementary 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 Valley Christian Schools Elementary Technology Department is prohibited.
- Conduct leading to disruption of electronic networks or services is prohibited.
- Conduct leading to the damage of Valley Christian Schools Elementary electronic information/data, computing/networking equipment, and resources are prohibited.
- Unauthorized use of Valley Christian Schools Elementary trademarks or logos and other protected trademarks and logos is prohibited.
- Valley Christian Schools Elementary and department Web pages may link to commercial Web sites, but any link that generates, or has the potential to generate, revenue to Valley Christian Schools Elementary or any individual or company, including click trade or

banner advertising, must be approved by the Valley Christian Schools Elementary Development Office.

- Use of Valley Christian Schools Elementary computer resources for private business or commercial activities, fund-raising, or advertising on behalf of non- Valley Christian Schools Elementary organizations is prohibited.
- The unauthorized reselling of Valley Christian Schools Elementary 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 Valley Christian Schools Elementary 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 Valley Christian Schools Elementary policies, especially unauthorized access to computing systems, the Valley Christian Schools Elementary Technology Department or school administration may authorize detailed session logging. This may involve a complete keystroke log, screenshots, 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 the security of data storage and communications. Valley Christian Schools Elementary takes reasonable precautions to minimize risk. Valley Christian Schools Elementary is not obligated to maintain backups of any file/data for any length of time.

Right to Examine Computers and Equipment

Valley Christian Elementary-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 Valley Christian Schools Technology Department.

Violations and Enforcement

Reporting Violations

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

Response to a Reported Violation

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

Valley Christian Schools Elementary 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. Valley Christian Schools Elementary will provide appropriate notice to the account user. Servers and computers that threaten the security of Valley Christian Schools Elementary systems will be removed from the network and allowed to reconnect only with the approval of the Valley Christian Schools Technology Department.

Termination of Services

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

CHILD SAFETY GUIDING PRINCIPLES

Valley Christian Schools Elementary 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 the human race into sin, the goodness of God's creation was distorted; the evil of abuse and neglect are results of the fall. Valley Christian Schools Elementary 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. Valley Christian Schools Elementary strives to provide a safe and secure learning environment.

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 abuse. Valley Christian Schools Elementary 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.

Definition of Child Abuse

Valley Christian Schools Elementary accepts the definition of child abuse as adopted and circulated by Children's and Family Services International (CHED-FS) of the Wycliffe Bible Translators (WBT) and Summer Institute of Linguistics (SIL). Abuse is the non-accidental infliction or threat of infliction of injury or emotional or mental damage to a child. Abuse can also involve withholding needed care for the child.

Reporting Child Abuse

In accord with A.R.S. 13-3620, school personnel are required to report to the police 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 forms of cutting, it can also refer to other behaviors, including scratching, burning, and hair-pulling. Valley Christian Schools Elementary seeks to respond to these incidences compassionately while still providing other students with a safe environment that 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 and Principal for an 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 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 time for prayer before departure and encouragement to seek out assistance as deemed necessary.

Where the student is consistently unable to adhere to the guidelines outlined above or where the behavior is worsening, and it is deemed that the school personnel is 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 Schools Elementary, 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.

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 students, 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 are used to describe an individual.
- Display of sexually suggestive objects or pictures in the educational environment.

Harassment, including bullying, hazing, or intimidation, based on 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.

Reporting Procedure:

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 Valley Christian Schools Elementary 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, Valley Christian Schools Elementary may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be handled with discretion.

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 with 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 Valley Christian Schools Elementary 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.
- A. False harassment complaints, or negative behavioral responses to complainant after making a complaint, will result in appropriate disciplinary action. In all listed examples above, disciplinary action may include discharge from employment or dismissal from school.

APPENDIX B: HAZING POLICY

Valley Christian Schools Elementary 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 the 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 another 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: EMERGENCY PROTOCOL

Emergency Announcement

In the event of an emergency, an announcement will be made by the Elementary Principal, K-6 Administrative Liaison, or a designated member of the 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 a roll/grade book or student/homeroom list.
- Bathrooms should be checked by the Crisis Response Team
- Do not turn off any switches or use cell phones.
- Leave all doors open when exiting a room.
- Teacher lead students from their current location to the grassy area next to the playground
- The teacher takes roll while keeping students quiet and orderly to await instructions.
- Report any missing students to a member of the Crisis Response Team
- Wait for further instructions by the Principal or a member of the Crisis Response Team

CODE RED

STAY in the Building – Schoolwide Lockdown

- All students/staff/teachers move to the designated/assigned areas
- Lock all classroom doors and shut/lock all doors
- The 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 there is some form of medical attention is needed (BLUE).
- Teachers may utilize the emergency and or first aid kit in their classroom if necessary.
- Teachers and students remain in the classroom with backs against the hall wall and away from the doors or windows.
- No doors may be opened after they have been locked during a lockdown. There are no expectations of this rule at any point during the drill, even if someone is desperately seeking to enter your room (no exceptions).
- Cell phones must be placed on mute (but remain on) 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 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 any possible intruder(s).
- Remain in the CODE RED position until further instructions are given. Under no circumstances may students or staff leave a locked room until the proper code has been initiated.
- Doors should not be opened unless there is a valid code called (see individual teacher instructions for exact wording) by the Principal, K-6 Administrative Liaison, or designated member of the Crisis Response Team.

CODE YELLOW

STAY in the Building – Modified Lockdown

- A modified lockdown or CODE YELLOW means all exterior doors and classroom doors are locked, but it is business as usual inside the classrooms. This happens when there is no immediate threat at the school.
- CODE YELLOW should be facilitated in a calm manner with students while simply indicating a time to stay inside .
- The need to utilize a CODE YELLOW would be if law enforcement serves an arrest warrant nearby, that would cause a modified lockdown.
- Remain in the CODE YELLOW position until further instructions are given. Under no circumstances may students or staff leave a locked room until the proper code has been initiated.
- Doors should not be opened unless there is a valid code called (see individual teacher instructions for exact wording) by the Principal, K-6 Administrative Liaison, or designated member of the Crisis Response Team.

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 indicate “Code Blue” (i.e., ‘we have a code blue in Valley Grill).

- The School Nurse, Administrative Liaison, or School Receptionist will call for the appropriate emergency/medical personnel after first notifying the Principal (if available).
- Code Blue will not be announced throughout the campus but only internal communication to avoid panic from students and fellow staff members.
- No student or teacher should go to the area of the emergency unless requested.

CODE ORANGE

EXIT the Campus (i.e., campus crisis in progress; unsafe to be on campus)

- Teacher gathers all students and immediately evacuates the classroom and campus
- Utilize back doors (i.e. pop-out doors) of the classroom and not main entry points to exit
- Use any available exits if not in classroom to exit campus
- Take students to nearest haven with the goal of getting students off campus to save lives.
- Report any missing students to a member of the Crisis Response Team
- Wait for further instructions by the Principal or a member of the Crisis Response Team