



VALLEY CHRISTIAN SCHOOLS

Parent & Student Handbook

HIGH SCHOOL (GRADES 9-12)

Equipping students to be
culture changers for Christ.

2026-2027



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WELCOME TO VALLEY CHRISTIAN SCHOOLS

Dear VCS Parents and Students,

We are so glad you are here. Valley Christian Schools has been blessed to serve the East Valley since 1982, first as a high school and now as a comprehensive K-12. The mission of our school is to equip students to be culture changers for Christ by delivering academic excellence, facilitating spiritual growth, and building lifelong community. This mission includes all of us, staff, students, and parents alike. We believe that when you choose a school, you are not simply choosing a school for your student, but for your entire family. We are excited that your family is now part of the Valley Christian family.

This handbook is intended to communicate to parents and students the school's expectations, along with the policies we will employ in our pursuit of excellence. Each of these policies aligns with our core values of honoring Christ, pursuing excellence, building community, and changing culture. This handbook also provides expectations that you can and should have of VCS. Thank you for taking the time to read it. Although we have prepared this handbook with careful and thoughtful planning, we do not intend it to be legalistic, so please view this as a practical guide for "getting along well" at VCS.

As parents, please encourage your student and support the school in creating a nurturing and successful environment for them. There are many opportunities to become involved in the life of the school and to share your time, talent, and treasure with VCS. We are grateful to partner with you in discipling and educating your student, equipping him/her to be a culture changer for Christ.

Please check the parent portal on the school website (valleychristianaz.org/Parents) and RenWeb for the most up-to-date information and the latest school news. We will also send weekly email updates, a monthly e-magazine, and frequent social media posts (Facebook, Twitter, Instagram, and YouTube) to keep you connected with the school.

On behalf of your campus principal and our entire staff, we are looking forward to a wonderful 2026-27 school year! Go, Trojans!

For His glory,



Troy A. Thelen '03

Head of School



K-12 BELIEFS, POLICIES, & PROCEDURES

FOUNDATIONAL BELIEFS

Mission

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

Core Values/The Valley Way

1. Honoring Christ... in everything we do
2. Pursuing Excellence... in all things, for the glory of God
3. Building Community... connecting past, current, and future VCS families for lifelong community
4. Changing Culture... by developing well-rounded Culture Changers for Christ

Statement of Faith

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

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 based on this guidance.

It is the purpose of the school to provide an excellent academic program permeated with Christian love and faith. Each person affiliated with the school is capable and well trained for their 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 is unique because it presents and develops a distinctively biblical worldview in its curriculum and discipline systems. The school prepares students not only for college academics but for "works of service so that the body of Christ may be built up" (Eph. 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" (Pro. 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 when 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.

Statement of Objectives

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

Expected Student Outcomes (ESOs)

1. ACADEMIC OUTCOMES – Intellectual Achievement

Students should:

- a. Be well prepared in all academic disciplines, including mathematics, science, Bible, English, social studies, fine arts, applied arts, and foreign languages.
- b. Be skilled in reading, writing, speaking, listening, and thinking.
- c. Be able to enter the post-secondary institution of their choice (HS).
- d. Demonstrate a commitment to lifelong learning by developing critical thinking skills, valuing reading, using good problem-solving and decision-making skills, and engaging in the open exchange of ideas.
- e. Know how to utilize available resources including technology to find, analyze, and evaluate information.

2. SPIRITUAL OUTCOMES – Personal Beliefs and Behaviors

Students should:

- a. Love God with all their heart, soul, mind, and strength, have a personal relationship with Jesus Christ, and be empowered by the Holy Spirit.
- b. Know and defend a Biblical worldview and the Christian faith.
- c. Know and apply God's Word to daily life.
- d. Exemplify Christ by pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- e. Treat their body as a temple of the Holy Spirit.
- f. Be active in a local church.

3. SOCIAL OUTCOMES – Beliefs and Behaviors Toward Others

Students should:

- a. Serve others as their service to Christ.
- b. Respect and relate appropriately to others at home, school, work, and society; demonstrating integrity, justice, mercy, and peacemaking, recognizing that every person has worth because they bear the image of God.
- c. Apply Christian principles such as loving others, carrying out the Great Commission, loving God's Word, and living a life based on prayer.
- d. Demonstrate responsible, Biblical citizenship – understanding and engaging in appropriate social and political activities, appreciating, and properly managing God's creation, and understanding that work has dignity as an expression of the nature of God.
- e. Implement Biblical personal values such as a commitment to healthy family living and proper stewardship of personal resources such as time, talents, and wealth.

4. PHYSICAL OUTCOMES – Beliefs about the Physical Body and Physical Fitness

Students should:

- a. Treat their bodies as a temple of the Holy Spirit.
- b. Present their bodies as a living sacrifice, holy and acceptable to God.
- c. Strengthen their bodies through physical education, extracurricular activities, and athletic competition.

Biblical Positions

- **Bible Teaching Policy**

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

- **Genesis Doctrinal Statement**

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

- **Spiritual Emphasis**

The Board of Directors urges parents to recognize their scriptural responsibility (Deut. 6:1-9, Ps. 78:5, 6, Pro. 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 (Eph. 6:4). VCS was founded on 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 considers 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.

- **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, 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 VCS.

Respect for Country, Flag, and National Anthem

At VCS, we hold a foundational belief in showing respect for our country, its flag, and the national anthem. These symbols represent the freedoms and opportunities we are privileged to enjoy in the United States of America. We believe that demonstrating respect for these symbols honors the countless sacrifices made by the men and women who have served and continue to serve to protect those freedoms.

Therefore, at events where the national anthem is played, we ask all in attendance to stand in recognition of the liberties and values our flag represents. This act of unity is a visible expression of gratitude and respect for our nation and those who defend it.

We also acknowledge that our country is not without its challenges and injustices. We recognize that members of our community may feel compelled to draw attention to these issues. In light of this, we humbly and respectfully ask that our community stand together during the anthem to honor the freedoms it symbolizes – including the freedom of speech and the right to peaceful protest – and that any expressions of those freedoms take place following the conclusion of the anthem.

ADMISSIONS/WITHDRAWALS

Nondiscrimination Policy

Subject to the Constitution of the United States and all applicable state and federal laws, VCS admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

To be considered for enrollment, the student must meet the following standards: student and parents must agree with the mission, statement of faith, school policies, and handbook.

Student must want to attend Valley Christian and demonstrate an aptitude to meet the school's expectations.

Human Diversity Statement

At VCS we recognize and celebrate "Human Diversity." This is to say that we recognize and celebrate the beauty and truth that all people are created in the image of God and because of that have inherent equal value.

A person's ethnic and cultural heritage is part of God's gift of individuality and a testimony of how much God values diversity within His creation. At VCS, we celebrate God's creativity and the diversity of His creation within the student body and school community.

Any display of bigotry or racism will not be tolerated at VCS. School discipline and consequences should be expected for any student who is responsible for any inappropriate racist behavior.

Application Criteria

The following criteria is used when evaluating students who apply to Valley Christian Schools. To be considered for enrollment, the student must meet the following standards:

- Students and parents must agree with the mission, statement of faith, school policies, and handbook.
- Student must want to attend Valley Christian and demonstrate an aptitude to meet the school's expectations.
- VCS is a covenant Christian school. This means that a member(s) of each family that attends VCS must know Jesus Christ as their personal Savior. This includes:

For students entering high school:

- High school students and parents must have a Christian testimony and a church reference.

For students entering K-8:

- K-8 parents must have a testimony and church reference.
- A child must be five years old by September 1 to be eligible for kindergarten.

Withdrawal Process

If your intent is to not return the following academic year, you must submit this notification through the online *Intent to Withdraw Form*. If this form is submitted through the 30-day Opt-out period, a Continuous Enrollment fee will not be charged to your account per child(ren).

Each year, parents will have a 30-day opt-out period that begins when tuition is released and announced. If you decide you do not want your child to remain enrolled for the next school year, simply complete the online *Intent to Withdraw Form* during the opt-out period.

Please note that this form notifies Valley Christian Schools that your child will not be returning for the next school year. This is not the official withdrawal that initiates records requests and the closing of accounts. This must go through the registrar's office. Please contact the registrar's office at your campus to initiate this transfer of records at the appropriate time. Also, this form is not to be used for current-year withdrawals.

GENERAL POLICIES & PROCEDURES

Behavior Response and Communication Protocol

This protocol outlines general guidance for the progressive steps taken by teachers and administration to address student behavior concerns. Each step includes example misbehaviors, the responsible party, and guidance on parent communication. As a school, we work hard to be as consistent as possible when addressing behavior, while also understanding that each student and each situation include different context, frequency, and circumstances. This protocol is not intended to be fully exhaustive or descriptive. VCS Administration reserves the right to determine, at their sole discretion, how behaviors are logged in accordance with this protocol.

Restorative discipline: At Valley Christian, our aim is to walk alongside students in establishing appropriate, Christ-honoring behavior. At times, that means an immediate consequence, and other times, that requires reaching the heart issue behind the infraction. When we speak with students and plan interventions and consequences, we are considering which will most effectively discipline the student in their walk with Jesus. Our goal is always restorative through repentance, prayer and, if necessary, mediation and consequences.

Type of Behavior Infraction	Example Behaviors	School Response/Consequences	Parent Notification	Responsible Party
Minor Behaviors (Classroom Managed)	Class disruption, minor disrespect, roughhousing, off task behavior, minor rule infraction (chewing gum, misuse of tech, classroom expectations, etc.), unkind words or behavior, minor physical aggression (pushing, grabbing, etc.), inappropriate language, etc.	Low-Level	As appropriate	Teacher
Moderate Behaviors or Repeated Minor Behaviors (Office-Managed)	Significant disrespect, act of aggression, unsafe behavior, minor threats, insults, damage to school property, minor theft, dishonesty, PDA, etc.	Low to Mid-Level	Email or phone call (Possible meeting)	Teacher/Admin
Major Behaviors or Repeated Minor or Moderate Behaviors	Significant threats, possession of drugs/paraphernalia, racial/sexual/ disability/ other insults or slurs (considered by age and maturity), sexual harassment,	Mid to High-Level	Call home / Parent meeting	Admin

(Office-Managed)	fighting or harm to others, damaging school property, lewd or sexual behavior, repeated and targeted bullying, etc.			
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School Consequences		
Low-level Consequences	Mid-Level Consequences	High-Level Consequences
In-class Intervention Temporarily moved outside door/hallway Item Confiscation Student Conference Student Apology Community Service Lunch Detention Assigned by Teacher Loss of Privileges	After School Detention Removal from Classroom (Office) Behavior Support Plan Parent Conference Restitution Restorative Practice such as Special Assignment Lunch Detention/Service Assigned by Administration In School Suspension	Out of School Suspension Academic Contract Behavior Contract Expulsion/Request for Withdrawal

Additional Notes:

- "Moderate Behaviors," "Major Behaviors," and repeated "Minor Behaviors" are typically documented in the behavior section of our school's Student Information System (RenWeb).
- Specific disciplinary procedures are in place for violations related to, but not limited to, academic honesty, dress code, iPad and personal device usage, and substance abuse policies.

Child Safety Guiding Principles

VCS 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 (1 Cor. 3:16, 6:19, 2 Cor. 6:16). Through the fall of humanity into sin, the goodness of God's creation was distorted; the evil of abuse and neglect are results of the fall. VCS 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. VCS strives to provide a safe and secure learning environment.

VCS is committed to the protection of children and to provide a healing environment for those whose lives have been affected by the sin of abuse.

We recognize that we live in a broken world and that abuse and neglect also could occur within a school. 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. Appropriate steps will be taken to prevent abuse, and if it occurs, appropriate action will be taken. 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.

Reporting Child Abuse

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

Homework Expectations Policy

Valley Christian Schools partners with parents and the local church to accomplish our mission of equipping students to be culture changers for Christ. We have intentionally established homework guidelines and expectations to provide a framework for what students and parents can expect from VCS and vice versa. Like our entire academic program, the use of homework is most effective alongside partnership between the student, parents, teachers, and administration.

Our homework expectations policy seeks to:

- Clearly set out and communicate homework expectations and guidelines for students, parents, and teachers by grade level
- Ensure a consistent approach and shared understanding between all members of the learning community

Research and Training

Our own research, and our understanding of global research, on homework indicates the following:

- High quality homework assignments, especially those assigned purposefully and clearly linked to learning objectives, foster high academic achievement
- Competence and confidence are established best when tasks are appropriately challenging without generating undue frustration
- Rigor is not equal to workload
- Low quality homework assignments do not foster high academic achievement

Not surprisingly, the value of homework is most closely tied with the quality of the homework. VCS spends intentional time throughout the year training teachers on best practices to create high quality homework assignments. Outside of major projects with long lead times over multiple weeks, homework is generally not given on weekends or over school holidays.

Rationale of VCS Homework Policy

1. We value the importance of homework as an intentional element of learning, seeking to:
 - Revisit recently taught materials to facilitate retention
 - Further develop students' independent learning skills
 - Extend and enrich the learning from the classroom
 - Pave the way for students to synthesize information and become independent, autonomous, and effective learners
2. Student learning is enhanced when homework is:
 - Purposefully designed to meet specific learning goals
 - Able to reinforce knowledge, skills, and understanding developed in class
 - Appropriately challenging, engaging, and relevant
3. We also value our partnership with parents and the local church, so we encourage:
 - Family time
 - Church and youth involvement
 - Involvement in sports, performing arts, other extracurricular activities, volunteering, and – at the HS level or when appropriate – part-time work

Expectations for Students

A student's responsibilities for homework, as developmentally appropriate:

- Copy all assignments carefully, asking for help if the assignment or due date is not clear.
- Set aside a time and space each day to complete homework.
- Maintain the highest quality work on homework assignments.
- Take home all necessary resources, such as packets, textbooks, notes, and study guides.
- Submit homework 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.
- Take initiative to get work from teachers and complete assignments that were

missed due to extracurricular activities like athletics, fine arts, student council, etc.

Expectations for Parents/Caregivers

Parents have access to all assigned homework through RenWeb. The time allocation noted in this policy is our best effort to estimate approximate homework times and *will not be representative of every student*. If your student regularly exceeds these timeframes, we highly encourage you to share this with your student's teacher(s), so you can discuss what solutions may help your student manage his/her homework better.

A VCS parent's responsibilities for homework:

- 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 clean and focused area, and tools needed to help your child organize and complete homework.
- Be available to provide supervision and support while allowing your child to do the bulk of the thinking and work.
- Communicate regularly with your child and his/her teacher, providing feedback to the teacher with any homework concerns.

Notes for High School students

Homework at the high school level varies significantly based on the classes each student is taking. Our grade-level teachers meet regularly to discuss major tests and projects and do their best not to overlap. Despite these efforts, given that students take 6-8 classes at a time and every student's class schedule is unique, there will be times when major tests and projects overlap. At the end of each semester, 3-5 days are set aside for high school students to take their semester finals.

Notes for VINE students

Homework guidelines for students with special needs may be determined by the VINE Director in conjunction with the Campus Principal. These modifications/accommodations, if any, should be specifically stated in the student's individual learning plan (ILP) or Accommodation Plan. This information will be communicated to both teachers and families, as needed.

Time Allocation

Families should anticipate 5-10 minutes per grade level on nightly homework (not including special circumstances like projects, make-up work, etc).

A synthesis of the decades of research on homework indicates a bell curve of achievement and learning for students. In other words, either a lack of any time or an overabundance of time spent on homework typically results in lower achievement. The "sweet spot" for maximum academic growth is a modest amount of time on homework.

Grade Level	Approx. Time/Night	Regular Homework Tasks
K	10-15 min	Weekly Bible verse memorization (oral recitation) Weekly math practice packets (typically sent home on Mondays) Minimal family projects w/ extended due dates <i>Additionally, 40 min of reading per week, inc. work on sight words and phonograms</i>
1 st -2 nd	10-20 min	Weekly Bible verse memorization (oral recitation) Daily math practice Some long-term projects with extended due dates (e.g. book reports, quarterly social studies or science projects) <i>Additionally, 45-90 min of reading/week, inc. weekly spelling and phonogram practice</i>
3 rd -4 th	25-40 min	Weekly Bible verse memorization (written) Weekly spelling practice Daily math practice Completing any assignments not finished in class Long-term projects with extended due dates (e.g. quarterly book reports, science and social studies projects) <i>Additionally, 1-2 hours of reading/week (to complete book reports)</i>
5 th -6 th	40-60 min	Weekly Bible verse memorization (written) Daily math practice Weekly reading practice for novel studies Completing any assignments not finished in class Studying for assessments in each class Long-term projects with extended due dates (e.g. extended writing projects, science and social studies projects, Bible class projects) <i>Additionally, 1-2 hours of reading/week (to complete book reports)</i>
7 th -8 th	45-75 min	Weekly Bible verse memorization (written) Daily math review and practice Weekly reading practice for novel studies Completing any assignments not finished in class Studying for assessments in each class Long-term projects with extended due dates (e.g. extended writing projects, science and social studies projects, Bible class projects)

		<i>Additionally, 1-2 hours of reading/week (to complete book reports)</i>
HS	1.0-2.0 hrs	Approximately 10-20 minutes per subject per day, with more homework typically assigned for core subjects and Advanced Placement (AP) classes.

This table provides an estimate of a student's homework each week, but times will vary by student and throughout the year.

Length of Day & School Year

The normal school days at VCS are as follows:

Grade Level	Mon, Tues, Thurs, Fri.	Wed.
Lower Elementary K-4	8:30 – 3:10	8:30 – 1:30
Middle School/Junior High	8:20 – 3:30	8:20 – 1:30
High School	8:00 – 3:10	8:00 – 2:10

Please review the school calendar (valleychristianaz.org, select “Calendar” at the top) for any holidays, early releases, or other modified days. The school year typically includes 180 days in which students are in class for more than half of the day. Teacher and staff in-service times are adjusted annually by the school's administration.

Lunch Ordering

Families can log into the 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 the Family Portal.

- Lunch orders for the following week are due by 11:59pm on the previous Thursday.
- Lunch credits are not given.
- Bottled water comes with each meal.
- Lunch Questions: Contact our Lunch Operations Coordinator.

Logo Use and Representation of VCS

The school logos and name are federally registered marks of VCS and may not be used or reproduced without express written authorization from the VCS Marketing and Communications Department. Any effort to represent the school or group, whether in name only or with accompanying logos, must be expressly authorized prior to use (Ex: Valley Christian Parents Group or Valley Christian school group on social media; Valley Christian logos or name on custom apparel).

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, this 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.

Pet Policy

The only animals allowed in and on school property are service animals and therapy animals; animals that support an instructional lesson; and – at the discretion of the teacher – turtles, fish, or frogs kept in clean and maintained aquariums. The use of service animals must comply with all state regulations.

Pregnancy and the Sanctity of Human Life

VCS holds firmly to the biblical teaching that all human life is sacred and created by God in His image; human life is, therefore, of inestimable worth in all its dimensions, including pre-born babies (Genesis 1:26-27; Genesis 9:3-6; Job 31:15; Psalm 139:13-16). While premarital sex is wrong, the pregnancy is a gift from God. We are therefore called to defend, protect, and value all human life. A student who facilitates, actively supports, and/or participates in terminating a pregnancy while enrolled at VCS may be subject to withdrawal or expulsion at the discretion of the administration.

Our hope and prayer for each of our students is that they choose to honor the Lord by remaining sexually abstinent until marriage. Scripture is clear that sexual immorality is a sin (Hebrews 13:4). Scripture is also clear that all have sinned (Romans 3:23). Although we strive and desire to be Christ-like, we sometimes act in sinful and self-serving ways; such is the case with sexual immorality.

If a pregnancy results from the sexual activity of a VCS student, it is of utmost importance that the sanctity of human life is honored. VCS does not condone sex outside the confines of marriage, nor does it condone abortion. Life is a gift from God and should be treasured as such. Life should always be celebrated, preserved, and protected.

When a student makes VCS aware that they have become pregnant or caused a pregnancy (with a VCS or non-VCS student), it is the policy of the school to intervene and to make resulting decisions prayerfully on a case-by-case basis. The school's intervention, designed to be restorative in nature, is intended to encourage an atmosphere of compassion and support so that a student is strengthened in the decision to preserve the pregnancy and protect the unborn.

For a pregnant student wishing to continue at VCS, the process is as follows:

1. Notification: School administration must be notified of the pregnancy as soon as possible. The student(s), parents, and appropriate school administration will arrange a meeting. The purpose of the meeting is for the administration and the families involved to work cooperatively to come to an agreement regarding what is the healthiest and best education option moving forward. Ultimately, school administration holds the right to make the final decision.
2. Establish paternity: The female must identify the father of her child (unless circumstances do not allow it). If he is also a student at VCS, or if a male student causes a pregnancy with a non-VCS student, this policy and any resulting intervention governs both male and female students in a similar manner.
3. Repentance and forgiveness: The student must express authentic repentance for the sexual sin and seek reconciliation with God and others impacted. The student must display a positive, wholesome Christian attitude and must strive to maintain sexual purity as defined by the Bible from this point forward, knowing that if we confess our sins, God is faithful and just to forgive us our sins and to cleanse us from all unrighteousness. (1 John 1:9)
4. Continued education: The school's administration will work with the student and the student's parents to establish guidelines for student participation in school activities, including ongoing education. Options for continued education may include:
 - a. Continued instruction at VCS.
 - b. "At home" instruction whereby the student continues coursework provided by VCS, with limited VCS teacher supervision.
 - c. Some combination of continued instruction and coursework taken at home or another institution.
 - d. Withdrawal from VCS and recommended enrollment elsewhere.

In all cases, VCS will work with the family to make a successful transition to resume or continue the student's education during the pregnancy period. The school administration reserves the right to make the decision about continued current enrollment, reenrollment for the following semester, or for any future semesters.

5. Expectations

- a. If the student remains at VCS in any capacity, academic excellence and attendance, as appropriate, must remain consistent while enrolled.

- b. If the student is allowed to remain a student at VCS, the safety of the mother and the (unborn) child will be acknowledged in all decisions for the school regarding curricular and extracurricular activities.
- c. VCS recommends that the student participates in ongoing Christian counseling and mentorship to maintain their physical (prenatal, post-natal), mental, and spiritual health. Counseling should continue until and beyond the birth of the child.
- d. VCS will not be held liable to provide an enrolled student with childcare or other similar benefits.
- e. In most cases, the student may participate in the graduation ceremony on the same basis as any other student.

Under extenuating or tragic circumstances, including but not limited to non-consensual criminal activity or an extreme health risk to the mother, VCS may adjust these policies accordingly, while remaining consistent with our statement of faith and overall policies.

Public Display of Affection (PDA)

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. The school will not permit students to participate in PDA or "prolonged contact" of any kind whatsoever.

K-8: No public display of romantic affection (PDA) is allowed. This includes placing arms around the person, holding hands, playing with hair, or placing hands anywhere on another individual while at school or any school activity on or off campus.

High School: Inappropriate public displays of romantic affection will not be tolerated. Holding hands will be the limit of body contact. Violations will result in a consequence.

Security and Emergencies

Valley Christian School is committed to maintaining a safe and secure environment for all students, faculty, and staff. We continuously evaluate and enhance our safety protocols, implementing additional layers of protection whenever prudent and feasible.

Each of our campuses is equipped with the following security measures:

- Armed Campus Security Officers who are present during school hours and events.
- Security cameras that provide both live and recorded footage to assist in monitoring an incident response.

- Supervised drop-off and pick-up procedures to ensure student safety during high traffic times.
- Standardized visitor check-in process to control and monitor campus access.

We also maintain strong working relationships with local police and fire departments to support our emergency preparedness and response efforts.

Valley Christian Schools has established comprehensive Emergency Management Procedures, which are regularly reviewed and practiced through scheduled drills. These drills help ensure that students, faculty, and staff are familiar with the appropriate protocols in the event of an emergency.

In the event of an actual emergency, parents will be notified via text message through our RenWeb Alert system to ensure timely and accurate communication.

It is imperative that students follow the instructions of faculty or staff members during any drill or emergency to ensure the safety and well-being of everyone on campus.

Student Property Search Policy (K–12)

To maintain a safe, orderly, and Christ-centered learning environment, Valley Christian Schools (the School) reserves the right to conduct searches of student property and School premises in accordance with School policy, applicable law, and the School's mission.

Students and their parents or legal guardians acknowledge that enrollment at the School is voluntary and constitutes acceptance of this Student Property Search Policy. This Policy is incorporated into and forms part of the enrollment agreement and contractual relationship between the School and the student's family. As a condition of enrollment and continued attendance, students, parents, and/or legal guardians consent to the School's authority to conduct reasonable searches as described in this Policy of student property, personal belongings, electronic devices, vehicles, and other items brought onto School property or to School-sponsored activities.

Students and their parents or legal guardians further acknowledge that property brought onto School property or to School-sponsored activities may be subject to search in accordance with this Policy. As a result, students have a diminished expectation of privacy with respect to such property while on School property or participating in School-sponsored activities.

I. General Authority to Search (All Grades K–12)

A. Scope of Search

The School may search, at its discretion:

- Lockers, desks, and School-owned storage areas

- Backpacks, purses, bags, and other personal containers
- Student vehicles located on School property (High School only where applicable)
- Electronic devices brought onto School property or to School-sponsored activities, including cellular telephones, tablets, laptops, and similar devices
- Any personal property brought onto School campus or School-sponsored events
- The contents of a student's outer-clothing pockets by directing the student to empty the pockets and display their contents

B. Electronic Devices

The School may temporarily take possession of electronic devices and search such devices when reasonably necessary to investigate misconduct, enforce School policies, protect health and safety, maintain order and discipline, protect School property, or further the School's educational mission.

When reasonably related to the purpose of a search, searches may include review of content stored locally on an electronic device, including photographs, videos, documents, call logs, or other information reasonably believed to be relevant to the matter under investigation. Any review shall be limited in scope to information reasonably related to the purpose of the search.

Absent separate consent, legal process, or other authority recognized by law, the School will not require students to provide passwords for, or access to, personal email accounts, social media accounts, cloud-storage accounts, or other third-party electronic communication services that are not owned, operated, or provided by the School.

The School may require a student to present an electronic device for inspection and may request reasonable cooperation in connection with a search conducted pursuant to this Policy. Failure to cooperate may result in disciplinary action.

Except in emergency circumstances involving a threat to health, safety, or security, any search of the contents of a student's electronic device must be approved in advance by the Head of School, Principal, Dean of Students, or another administrator designated by the School. The approving administrator shall determine that the search is authorized under this Policy and reasonably related to a legitimate School purpose before the search is conducted.

C. Basis of Search

Searches may be conducted when the School reasonably determines that a search is necessary to:

- Protect student and staff safety
- Enforce School rules and behavioral expectations
- Investigate suspected misconduct or policy violations
- Maintain order and discipline
- Protect School property and the property of others
- Support the School's Christian mission and learning environment

Individual Searches

The School may conduct a search directed at a particular student or the student's property when the School has reasonable suspicion that the search will reveal evidence relevant to a purpose identified above.

Safety and Administrative Searches

In appropriate circumstances, the School may conduct broader administrative or safety-based searches without reasonable suspicion as to a particular student when reasonably necessary to address one or more of the purposes identified above.

D. Confiscation of Items

The School may confiscate items that are:

- Prohibited under School rules
- Illegal or unsafe
- Evidence of misconduct
- Disruptive to the learning environment

Confiscated items may be retained, returned to the student or parent/guardian, transferred to law enforcement when appropriate, or otherwise disposed of in accordance with applicable law and School policy.

E. Searches conducted under this Policy will be carried out with attention to:

- Student dignity and respect
- Safety and appropriate supervision
- Limiting the scope of the search to what is reasonably necessary under the circumstances

Searches will not be conducted in a manner intended to embarrass, harass, intimidate, or improperly single out a student.

F. Law Enforcement Involvement

The School may involve law enforcement when:

- Required by law
- There is suspected criminal activity
- There is an immediate threat to safety

The School will comply with lawful court orders, warrants, subpoenas, and other legal process as required by law.

G. Refusal to Cooperate

A student's refusal to comply with an authorized search directive, including a direction to empty the student's pockets, may result in discipline, up to and including suspension or expulsion, in accordance with School policy. The School may temporarily separate and supervise the student while contacting the student's parent

or guardian and determining the appropriate response. The School may contact law enforcement when there is a reasonable basis to believe that the student possesses illegal drugs, a weapon, or other dangerous contraband.

II. Developmental Application by Grade Level

A. Elementary School (Grades K–5)

Because younger students require greater structure, supervision, and adult guidance, searches in K through 5 are typically **administrative and safety-based rather than investigative**.

The School may conduct searches when:

- Items are visible or the School has reasonable suspicion that items violate School rules
- There is a safety concern (e.g., weapons, unsafe objects, prohibited items)
- There is a need to locate missing or misappropriated property
- A student's behavior or other circumstances create a reasonable concern for student welfare, safety, or compliance with School rules

K–5 Search Approach:

- Searches will be handled primarily by School administration or designee
- Searches will be conducted in a calm, age-appropriate manner
- When reasonably feasible, another staff member will be present during the search
- Efforts will be made to minimize disruption and emotional distress

The School will make reasonable efforts to notify parents or guardians when a search relates to a significant safety concern, alleged misconduct, disciplinary matter, or other matter warranting parental involvement. Routine administrative searches and minor incidents may not require separate parental notification. The timing and manner of any notification will be determined by the School based on the circumstances presented.

Refusal to comply may result in disciplinary action up to and including suspension or dismissal.

B. Middle School and High School (Grades 6–12)

Students in grades 6 through 12 are afforded increasing independence and personal responsibility but remain subject to School rules, supervision, and the search authority set forth in this Policy.

- Consistent with the search standards set forth elsewhere in this Policy, searches involving students in grades 6 through 12 may be conducted when reasonably necessary to investigate misconduct, address safety concerns, enforce school rules, protect school property, or maintain discipline and order.

Grades 6–12 Search Approach:

- Searches may be conducted based on reasonable suspicion or, in appropriate circumstances, without reasonable suspicion as to a particular student consistent with this Policy
- School administrators will determine the scope and timing of searches based on the circumstances presented
- Searches may be conducted with or without student presence if appropriate
- Searches should be limited to areas reasonably related to the concern
- When reasonably feasible, another staff member will be present during the search
- Students who choose to bring electronic devices onto School property or to School sponsored events do so subject to the School's authority to search such devices in accordance with this Policy
- Students who choose to bring vehicles onto School property or to School sponsored events do so subject to the School's authority to search such vehicles in accordance with this Policy

Refusal to comply may result in disciplinary action up to and including suspension or dismissal.

Sickness and Medication

VCS is committed to providing a safe and healthy environment for all students. A student exhibiting any of the following symptoms should not attend school.

- A fever without medication, in the last 24 hours
- Diarrhea twice within the last 48 hours
- Vomiting twice within the last 48 hours
- Persistent cough
- An unexplained or undiagnosed rash
- Pink eye/conjunctivitis – pink to red, itchy eyes with a discharge

General Notes

- Head Lice

If the school determines that a student has headlice, he or she will be sent home to be treated. The student will be allowed to return to school once treatment is complete and he or she is cleared by the nurse or other school personnel. Nits may persist after treatment, but successful treatment should kill crawling lice. When a report of lice or nits is made, all students in that classroom will be examined. If nits or lice are found on a student, the child's family will be discreetly notified, and appropriate treatment is required to return lice/nit-free to school. A notice will also be sent home to all families of a given classroom or grade level if lice is found with any student(s). Before returning to school, the student must be checked by the school nurse or authorized personnel.

- General Illnesses

Designated office personnel provide episodic and long-term care as required congruent to the level of their training. Episodic care is defined as care that is given on an unplanned, unscheduled basis for a problem which may be acute. Long-term care is defined as planned, goal-directed care designed to provide symptomatic treatment, maintenance, and or rehabilitation, based upon the needs, resources, and readiness of the student (and family) to participate in the care plan. 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 or medical need that requires treatment. Parents will be phoned for any injury that occurs to the head, as well as receiving a Medical Event Notification by email. VCS has 2 registered nurses on staff on our Tempe campus. If the school nurse is not on campus when an injury occurs, first aid will be provided by a VCS 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).

- Immunizations

In accordance with Arizona Revised Statutes §§ 15-871 through 15-874 and Arizona Administrative Code R9-6-701 through R9-6-708, all students attending VCS must have documentation of required immunizations or a valid Arizona Department of Health Services (ADHS) exemption form on file.

Students who are not compliant with immunization requirements, are not in approved catch-up status, and do not have a valid exemption on file shall be excluded from school attendance until compliance is met, as required by state law.

Acceptable documentation includes:

- Official immunization records meeting Arizona requirements;
- A completed ADHS medical exemption form signed by a licensed healthcare provider;
- A completed ADHS personal belief exemption form signed by a parent or guardian; Verbal assurances or incomplete documentation do not meet state requirements. The school is required to review immunization status at enrollment and annually thereafter.

Medications

- Prescription Medications

The school will follow legal guidelines when dispensing prescription medication

during school hours. The following legal requirements must be met:

- The parents must sign a consent form (renewed annually) requesting that the school nurse or other designated personnel administer the medication during school hours. A new consent form must be submitted if the medication or dosage is changed.
- The medication must be in its original container and labeled by the pharmacy with the student's name, medication, directions for use, prescriber's name, and date of prescription.
- The original prescription label serves as the prescriber's order since the prescription is on file in the pharmacy.
- According to the Arizona Legislature, there is a law that allows students to possess and self-administer handheld inhaler devices for breathing disorders, if they have written parental consent to do so. If a child uses an inhaler, and you wish him/her to have this privilege, please contact the office and fill out a Medication Request Form.
- All inhalers must be clearly labeled with your child's first and last name.
- Any student bringing prescribed medication to school is to leave the medication in the nurse's office with the appropriate instructions for administering the medication. Any prescription medication or drug found with a student will be confiscated until proper information can be obtained. Medication will not be administered unless the school office or nurse has been notified appropriately. It is the responsibility of the parent(s) and the student to follow these instructions.
- Non-Prescription Medications
Written permission from the parent for the administration of non-prescription medications will be kept on file in the health office and in RenWeb. If written permission is not available, verbal permission may be acceptable but is not preferred. This verbal permission will be noted in the health record via RenWeb. The dosage requested by the parent must be consistent 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.

Student Records

Student records are confidential and are only available to school personnel who are directly involved with the academic affairs of a student. These files are not available to other parents or individuals. In the case of a divorce or separation, a noncustodial parent shall have the right to access school academic records related to his or her student unless prohibited by a legally binding instrument. At the time of enrollment parents shall provide all relevant documents concerning custody or visitation and have an ongoing duty to provide any documents and information

relevant to a change in current rights to custody or visitation. VCS has no responsibility to provide financial records to the non-fiduciary parent. Any other party must present legal verification that they have equal rights.

Technology Use Policy

This policy defines the boundaries of acceptable use of VCS computing and communication resources, including computers, devices, electronic data, networks, services, information sources, communication services, and other communication resources. The VCS Technology Use Policy can be found in its entirety [here](#).

Transportation

Valley Christian Schools provides some designated routes of transportation to school each year. This is the responsibility of the parent/guardian to arrange with the VCS Transportation department. The applications to participate and more information can be found at valleychristianaz.org/Transportation.

Use of Music/School Events

VCS believes that a Christian should be selective in the kind of music one enjoys. To maintain this standard, it is necessary at school events to avoid playing music that has lyrics that contain inappropriate language/cursing or have messages that are sexually explicit, have heavy references to drugs or alcohol, are degrading to men or women, are degrading to another race or nationality, or have references of violence.

The school maintains the right to supervise the kind of music performed or played by or for any group of students. Students and owners of vehicles are required to turn down loud music upon entering the school property.

All playlists for events, dances, or performances must be submitted to the appropriate advisors or administration prior to the event for approval.

Visitors/Guests

Visitors to campus must sign in at the front office and wear a Visitor's Badge while on campus. Visitors are not permitted to exit the lobby area unaccompanied without first receiving approval from the office staff. Unless there is an emergency or special circumstance, visitors are generally not able to see students during the school day. All visitors must adhere to the code of conduct and dress. Visitors wishing to meet with a teacher or administration are asked to schedule an appointment prior to arriving on campus.

PARENT PARTNERSHIP

Parental Support and Cooperation

At VCS, partnering with parents is one of our core values. The following guidelines help us maintain that healthy partnership.

Parent/Teacher Conferences

Parents are encouraged to attend scheduled parent/teacher conferences. During these meetings, teachers are prepared to discuss student progress using current grades and samples of student work.

In addition to scheduled all school conferences, ad-hoc meetings may be arranged at any time by parents, teachers, or administrators as needed. Teachers are expected to maintain regular communication with parents and should initiate a conference if a student is at risk of failing or facing other academic or behavioral concerns.

Grievance Policy and The Matthew 18 Principle

A Christian school is made up of people – parents, administrators, teachers, and students. Like any other collection of people, those at 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, you must love one another. By this everyone will know that you are my disciples, if you love one another." (John 13:34-35).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18, Jesus provides His formula for solving person-to-person problems. We refer to this as "The Matthew 18 Principle." Matthew 18 specifically refers to sin issues within the church, but these key concepts and practices should be utilized for all types of disagreements.

Matthew 18: 15-17: "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; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."

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

problems:

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With their mouths, the godless destroy their neighbors, but through knowledge the righteous escape." (Pro. 11:9). An overwhelming majority of issues can be solved when discussed only amongst the two parties involved.
2. **Keep the circle small.** "If your brother or sister sins, go and point out their fault, just between the two of you..." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level. The administration will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first. Taking an issue or grievance "over the head" of a staff member directly to the administration violates both the letter and spirit of The Matthew 18 Principle.
3. **Be straightforward.** "Point out their fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "Faithful are the wounds of a friend." (Pro. 27:6)
4. **Be forgiving.** "If they listen to you, you have won them over." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Most school problems are resolved at the two-person level. Forgiveness and restoration is the normal, proper conclusion.
5. **If needed, the parent and staff member should agree to share the matter with an appropriate school administrator.** At this stage, the counsel of Jesus would be "take one or two others along, so that "every matter may be established by the testimony of two or three witnesses." Both the parent and staff member should communicate their version of the issue(s) with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and willing to submit

to reproof and correction, if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

Because the Board of Directors' policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the school's lead administrator (Head of School), 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/students talk directly to their teacher, coach, etc. about any specific issues before they talk to an administrator. If unresolved at the two-person level, the matter should then be prayerfully and systematically moved upward in the school's organizational structure. This is the Lord's way of solving people-to-people problems, and the procedure we follow at VCS related to all disagreements, whether or not they involve a specific sin issue.

Classroom Management Partnership

Valley Christian Schools 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 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. VCS teachers are tasked with the primary responsibility of ensuring that their students behave in a proper and fitting way at school.

We expect parents to maintain a supportive attitude with teachers and administrators and generally support the decisions they make. In the event there is a disagreement, we expect parents to follow the protocols outlined above, with discretion. Most of all, we ask parents to communicate support when talking with their student, to convey unity and respect for authority at school.

Student Rights and Due Process

Inherent in the discipline process is the following:

- Attendance at VCS 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 Matt. 18:15-17 to resolve complaints or problems.
- If a student or parent disagrees with a decision or practice at VCS they may follow the established Grievance Policy.

Administrative Investigations of Student Behaviors

To ensure a safe and respectful learning environment, VCS administration may conduct inquiries into student behavior to determine whether school policies have been violated. This process may involve interviewing students and collecting statements. Initial inquiries may be conducted without prior parent notification; however, parents will be contacted at an appropriate time as determined by school leadership. All interactions between staff and students will remain professional and ethical, with the primary goal of maintaining a safe and supportive school community.

Communications

All communications and interaction is expected to be professional and respectful. While we do not want students to suffer the consequences of parent behavior, administration may recommend withdrawal of a student when the parents have been persistently or 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 making 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.

Behavior at Valley Christian Schools Events

Although Valley Christian Schools realizes that adults (parents/guardians) are not bound by the same code of conduct as their children enrolled at Valley Christian Schools, it should be noted that all persons attending VCS-sponsored events (social events, athletic events, etc.) are expected to abide by all school policies pertaining to appropriate behavior. Any person who exhibits 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 practice, games, time-outs, halftime, and or coaching from the sidelines.

Gifts to Faculty and Staff from Parents and Students

We are so grateful for our generous VCS community, especially when it is directed to encouraging and blessing our teachers and staff. To maintain integrity in our generosity, gifts to faculty and staff members may not be used for any purpose of influence or coercion to affect a child's assessment results. If a faculty or staff member receives a gift that they believe was intended to coerce them, the faculty or staff member must report the matter to the principal for review and follow-up.

Parent Volunteers

All volunteers must follow all current VCS requirements to volunteer on campus. VCS has an active volunteer organization known as the Valley Christian Volunteer Community (VCVC; valleychristianaz.org/VCVC). Parent volunteers are vital to the healthy development of a school. The standard of conduct for Volunteers is as follows:

- Volunteer work falls 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 and parents should avoid unannounced visits to the school – and especially classrooms – that are not pre-planned if they desire to support through volunteerism.
- Attire must be appropriate and modest when acting as a parent volunteer.

- Language, actions, and 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, students, families, faculty, or staff members will not be permitted and will be reported to the administration. We encourage our students, staff, and community to always “speak victory” about VCS and about others.
- 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 preschool-aged children when serving. Exceptions are at the discretion of the activity’s organizer.
- Respect and care are to be given to property belonging to VCS, a facility VCS is using, or to the property of another volunteer, parent, or visitor.

High School Policies & Procedures

Grades 9-12

GENERAL INFORMATION

School Hours

<u>Mon, Tues, Thurs, Fri.</u>	<u>Wed.</u>
8:00 – 3:10	8:00 – 2:10

Please review the school calendar (valleychristianaz.org, select “Calendar” at the top) for any holidays, early releases, or other modified days. The school year typically includes 180 days in which students are in class for more than half of the day.

All students are expected to vacate the school’s premises by 4:00pm, unless involved in a school-sponsored activity. There is no supervision or chaperoning of students provided after the final bell. The high school office is open 7:30am-4:00pm Monday-Thursday, and 7:30am-3:45pm on Friday.

Academic Placement

- Entrance Testing

To be sure we meet the needs of your new or transfer student, it may be necessary to participate in placement testing. VCS utilizes MAP testing (Measures of Academic Progress) provided by NWEA (Northwest Evaluation Association) for admissions, placement, and yearly benchmark achievements. The school office will arrange for each student to take these assessments before enrolling and throughout each academic year.

- Grade Placement

Students are not permitted to “skip” any grades, including current and transfer students, and agree to follow the natural progression of grade placement as established by the school.

- Classroom/Teacher Placement

Families should consider that 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 is given for the class as a whole to ensure 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, while remaining within the class size guidelines.

Consideration is also given toward a reasonable social dynamic, as each classroom needs students with good leadership and a variety of social skills. Some children work well together outside of the classroom, but do not work well together inside the classroom and may need to be separated.

We also consider a balance of maturity levels and behavioral considerations. All classes must attempt a balance of students who may require special attention to their behavioral needs.

- 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. Please note that due to the specific considerations and criteria listed above, it is impossible to honor specific teacher requests. Please do not assume a request for a specific teacher will be granted.

A request for a child not to have the same teacher that a sibling has is typically honored. All such requests must be in writing and received prior to the end of the school year. Note that in the spirit of transparency, 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. Total enrollment tends to fluctuate throughout the summer, while it may cause class sections to be added or reduced.

Attendance

Arizona Truancy Laws (ARS 15-802 and 15-803)

- Children ages 6 to 16 must attend school.

- A student is considered truant after 5 unexcused absences in a school year.
- A student is allowed to miss 18 total days of school – excused or unexcused.
- Violations may result in legal consequences for the parent or guardian, including a Class 3 misdemeanor, which may carry fines or jail time.

This law applies to private schools, including Valley Christian Schools, which must provide instruction for at least the same number of days and hours as public schools.

Excused Absences

Absences for the following reasons will be considered excused:

- School-related absences (do not count towards limit).
- College visits for juniors and seniors, up to 5 school days per year. Notice of visit must be provided to VCS's front office prior to visit. Documentation confirming each visit is expected preferably prior to visit or can be submitted no later than 24 hours after visit. The following are examples of acceptable documentation; college visit verification form, visit confirmation email or registration receipt, attendance verification letter, or a signed campus visit confirmation card from the college or university.
- School suspensions are considered excused (do not count towards limit).
- Extenuating circumstances. Extenuating circumstances are defined as an unforeseen event or set of circumstances that prevented the student from being present. The School Administration reserves the right to determine what qualifies as extenuating circumstances. Examples of extenuating circumstances include; death in family, family emergencies, extended hospital stays, being involved in a car accident.

Approved Absence

An approved absence can be defined as an absence in which a parent or legal guardian has notified the school prior to the absence. This includes but is not limited to sick days, medical or other professional appointments, family vacations, club sports or other similar trips. Approved absences still count towards class absence limits. However, the advantage of approved absences is that they fall under the umbrella of excused absences as it relates to late work submission. Absences in which the school receives no notice or communications from a parent or legal guardian within 24 hours of the absence fall under unexcused absence status which impacts late work submission more stringently.

Other Absences

- Missing 10 minutes or more of class at the beginning, middle, or end of class will be considered an absence unless it is an excused absence or excused tardy.
- Personal illness or appointments with a doctor's note does count towards the maximum of 9 absences.
- A student participating in an extracurricular activity must be in attendance for at least half of the day (4 of 8 periods at the high school) to be eligible to practice or participate in said activity on that day. If the student is in attendance fewer than half of the day or four consecutive periods, he/she may observe the practice or event, but may not participate.
- VCS activities do not count toward the maximum of 9 absences. (Field trips, sports, tours, etc.)
- Planned Absences: These are absences known about in advance, are two or more days in length, and are not VCS 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 with approval from the Principal or Vice Principal.
 - b) Have their teachers sign the Administrative Absence form and obtain any work or assignments that may be missed. If possible, work should be turned into 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) Planned absences count toward the limit of 9 absences per semester.
 - e) **NO** planned absences are permitted during semester finals.
- Long Term Medical Absences: Anticipated long-term medical absences will need to be approved by the administration. The parent will need to submit a "Release of Medical Information" form. This will allow VCS the opportunity to know the diagnosis and speak with the medical professional if necessary. All such absences must be verified by a health professional. Ultimately, this may result in a conference with administration to determine if VCS can continue to meet your educational needs. We reserve the right to ask for withdrawal until the medical concern is alleviated.
- Skipping Class: Any student caught skipping class is subject to immediate consequences ranging from detentions to suspension.

Excessive Absences

Excessive absences is defined as a student missing 10 or more classes per semester (not including excused absences as defined above). Completing work assignments and receiving passing grades are not a replacement for in person attendance in school. The following actions will be taken:

- On the 5th and 8th absence per class per semester an automated awareness email is sent to students and parents or legal guardians (excused absences as defined above don't apply).
- On the 10th absence per class per semester students will be considered ineligible to participate in extracurricular activities, i.e. games, productions, trips. Ineligibility will continue until the end of the current semester (excused absences as defined above don't apply).
- On the rare occasion a student reaches 15 absences in a semester, the student's case will be reviewed. Upon review, credit may be lost for the class or classes in which they have missed 15 absences per semester. The student and their parents/guardians will be responsible for arranging any class in which a student loses credit due to truancy. Any class made- up needs to comply with VCS's requirements. The exception being if a student is on a chronic health plan or other extenuating circumstance (excused absences as defined above don't apply).
- Additionally, students with chronic and excessive absences and/or tardies may be subject to disciplinary consequences ranging from in-school suspension to withdrawal from VCS.

Reporting Absences

Parents should notify the school office via the VCS website (valleychristianaz.org/ReportAbsence) of a student's absence as soon as it is determined they will not be at school. This notification should be submitted no later than 8:00 am on the day of the absence. This must be done each morning of the student's absence.

Tardy Policy

Tardiness is defined as failing to be in class prepared for class when the tardy bell rings. For students to maximize their classroom learning and to encourage self-discipline and responsibility. VCHS expects students to come to class on time and fully prepared with the materials needed.

VCHS tracks student tardies for each class per semester. All class tardies accumulate into a total number of tardies, i.e. if a student is tardy for period 1 and period 4 of the same day, that is 2 tardies accumulated. To keep students and parents informed, VCHS administration sends out frequent automated warning notices to students and parents/legal guardians. It is the responsibility of the student to keep track of how many tardies are accumulated. Warning notices are sent as a curtesy via email as follows:

- On the 5 total tardy (no consequence).
- On the 8th total tardy (no consequence).
- On the 10th total tardy (A lunch detention is assigned).
- On the 13th total tardy (no consequence).
- On the 15th total tardy (Two lunch detentions assigned).
- On the 20th total tardy (Three lunch detentions assigned).
- On the 25th total tardy (Essay Assigned/Lunch detention).
- Continued tardies will result in further school privileges being lost, ie. senior off campus lunch privileges revoked, ineligibility, or other consequences may be applied as determined appropriate by school administration.

*Accumulated tardies reset back to zero at the beginning of each semester.

*To use the lunch detention productively at times, the school leadership will provide educational presentations/activities regarding related topics during students assigned lunch detention time.

Other tardy information:

- All students who arrive 10 or more minutes late to any class will be marked as absent by the teacher unless they have a pass from the front office or other staff member marked as excused. Tardies due to medical appointments or other extenuating circumstances are considered excused tardies. School administration reserves the right to determine what extenuating circumstances are considered excused.
- When arriving late to 1st period:
 - Enter through the front office.
 - Sign in on the clipboard in the hallway.
 - Go directly to class, no need to check in at the front desk, unless you have a medical note. If you have a medical note from an appointment, present it to the front desk upon arrival.

Chapel and Assemblies

The weekly High School Chapel is a time set aside to worship together. The Ministry Development Team is responsible for planning the weekly chapel services. Students' behavior in chapel should demonstrate a reverent attitude and heart. Special assemblies may also be held on various occasions. All students are required to attend weekly chapels and any scheduled assemblies. Parents are invited to join us for weekly chapels.

Classroom Supplies

VCS provides all basic initial 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.

Closed Campus

VCHS has a closed campus policy. The purpose of a closed campus is to maintain a safe and controlled environment. No student is to leave the campus during school hours without following the established protocol.

The following protocol should be followed if a student needs to leave campus during school hours:

- For a professional appointment- parent or legal guardian needs to notify the school's front office prior to student leaving, student will need to sign out at the front office. Students who plan on returning to campus on the same day of appointment will need to obtain an off campus pass from the front office. Upon returning to campus, students will be asked to sign back in at the front office and submit a medical appointment form from appointment location, i.e. medical or counselor office.
- Parent requests to take students off campus- parents or legal guardians will be asked to come in person to sign their child out at the front office. If returning the same day, parents will be asked to sign students back in at the front office in person.

Exceptions to this policy include:

- Seniors who complete and submit the VCHS Senior Off-Campus form at the beginning of the school year. This form allows seniors to go off campus for lunch and for those who have opens in their schedule.
- In cases of emergency illness or a medical condition, the school office will work in conjunction with the parents or legal guardian to arrange pick up.

- Students leaving for school related activities.

Violations

- Intentionally trying to circumnavigate the established closed campus protocol will result in consequences to be determined by administration.

ENGAGE/Christian Service

Spring Service Break

While VCS has enjoyed several years of sending students around the world, we believe that was just the beginning. Under the leadership of our Spiritual Life Director and Engage Director, Dr. Greg Tonkinson, the ENGAGE program has expanded to include all of Arizona (ENGAGE AZ), the United States (ENGAGE US), and new locations around the world (ENGAGE GLOBAL). Beginning in the 2023-2024 school year, and moving forward every year after, all high school students participate in a school-wide, two-week Spring Service Break. The vision is to create more opportunities for unforgettable experiences for VCS students and families. We believe the two-week Spring Service Break will fulfill this vision and have a deep, lasting, positive impact on our community both near and far.

- ENGAGE Arizona (EAZ) will occur during the first week of Spring Service Break. Students will be able to partner with local schools, non-profits, and churches to serve those in need.
- ENGAGE U.S. (EUS) and ENGAGE Global (EGL) will continue to take students on Spirit-filled adventures. Our hope is to build lasting relationships with missions groups and churches all over the world that VCS students can partner with even after they graduate.
- What may be most exciting is that this program perfectly aligns with our school mission – providing opportunities for our students to be culture changers for Christ – in very tangible ways. Over the course of two weeks, we will send out more than 500 VCS students to represent Christ via acts of service.

ENGAGE Program

The ENGAGE program at Valley Christian Schools began in the Spring of 2016 when an adventuresome Bible teacher joined with 20 willing staff and students and traveled to Draganesti-Olt, Romania. There, they partnered with Pastor Raul and Hope Church to bring the Gospel to orphans, widows, and the disenfranchised. Upon returning to the

States, the small band of believers knew God was creating a desire in the people of VCS to make short-term missions part of the VCS experience.

Since 2016, VCS has sent more than 550 staff and students to 15 locations around the world to share the Good News of Jesus Christ. People in America, Central America, South America, Europe, and Africa have been exposed to the Gospel because of God working through the VCS ENGAGE program. ENGAGE has seen more than \$1 million dollars raised over the past eight years to support these efforts, and we are excited for what is to come.

Christian Service

Due to our concerted efforts in the Fall (Spiritual Emphasis Conference) and Spring (Spring Service Break), VCS no longer requires additional Christian Service hours. Please note, we always love to hear when our VCS families are serving the Lord, whether locally, nationally, or international.

Lost & Found

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

Lunch Time

Lunches may be eaten in Barnes Assembly Hall, outdoors, or in a classroom with permission and supervision of individual teachers. Teachers are assigned to monitor lunchtime activities. No food is to be consumed in the hallways or Student Union during lunch. Seniors who have a signed "off campus" form may leave campus at lunchtime. The campus may be closed to seniors at lunchtime if the open campus policy is abused. For lunches being delivered by parents for students, an unmanned table will be placed outside the office for drop off/pick up. NO third-party deliveries are allowed (Grubhub, Door Dash, etc.).

Parking and Transportation

Student Vehicles on Campus

- Student vehicles must have a permit clearly displayed, visible at all times, when on VCS property.

- VCS will conduct routine patrols of the student parking lots and inspections of the exterior of student vehicles on school property.
- VCS may inspect the interiors of the student vehicles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the vehicles. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- A student who fails to provide access to the interior of the vehicle upon request by an administrator will be subject to school disciplinary action.
- The speed in the parking lot is 5 mph; on Galveston, it is 25 mph.
- Students are not permitted to go to their vehicle during the school day without permission from the administration.
- Students must utilize the crosswalk to and from campus when parking in the south softball lot.
- The school is not responsible for accidents or damage to cars that occur on school property.
- Music must not be heard outside of the vehicle.
- If the student fails to follow school policy and procedures related to use of the vehicle, the vehicle may be towed away and stored, at the owner's expense. The use of a vehicle/parking at VCS is a privilege, not a right, and requires responsible behavior and may be revoked at any time.
- Driving to or from a school-sponsored activity at any VCS campus is limited to VCS staff, faculty, coaches, and other approved adults, 21 years of age or older. A student is allowed to leave their home to a school-sponsored activity once they have received express permission both from the sponsor of the activity and their parents. The school maintains no liability for students driving to or from a school-sponsored activity outside of regular school hours.

Parking Permits

- The parking permit entitles students the privilege to park on campus in their assigned parking spot only! Do NOT Park in Visitor or Handicapped spots.
- Do not allow another student to park in your assigned spot.
- A student must have a Valid Drivers License to obtain a parking permit.
- Registration of the vehicle to obtain a parking permit is completed online through the school website (valleychristianaz.org/Transportation).
- It is the student's responsibility to make changes needed to the registration of the vehicle. Not updating vehicle information with the school may result in a loss of the parking permit.

- Permits may only be used in the registered vehicle(s). Permits may not be sold, borrowed, duplicated, or traded.
- Permits are the property of the school and must be surrendered when requested. Damaged or lost permits will require the student to purchase a new parking permit (\$5.00).

Discipline for Failure to Follow Parking and Transportation Guidelines

- First offence of any nature – Verbal warning (Documented in RenWeb)
- Second offence of any nature – Written warning (Documented in RenWeb / email to parent or guardian)
- Third offence of any nature – 1 week suspension of parking privilege (Documented in RenWeb / email to parent or guardian)
- Fourth offence of any nature – 2-week suspension of parking privilege (Documented in RenWeb / email to parent or guardian)
- Fifth offence of any nature – Revocation of parking privilege for the rest of the school year (Documented in RenWeb / email to parent or guardian)

School Fines and Fees

1. Lost or damaged textbooks – Each student must check in their textbooks at the end of the year. Any textbook not returned or damaged beyond repair, will result in a lost/damaged book fee. This is the replacement cost of the book. Books returned after that date will not receive a credit.
2. Lost uniforms – Any uniforms not returned to a coach for a various sport at the end of that season will be charged a replacement fee for that uniform.
3. Seniors must have all fines/fees paid prior to graduation. All other students' outstanding fines/fees will be charged to the student's account.

Student Union

1. HOURS: 7:30am-4 pm, M-F
2. RULES:
 - Treat materials and furniture with respect.
 - A teacher pass is required during class hours unless accompanied by a teacher.
 - Failure to adhere to these rules can result in the loss of Student Union privileges.

ACADEMICS

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 on a probationary period as set by the administration. This is an alert to the student and parent that 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. Parents will be notified in writing if a period of academic probation is deemed necessary.

Earning College Credit

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

Advanced Placement (AP)

Students are enrolled into AP classes, with consideration to GPA, teacher recommendations, AP potential scores, previous grades and GPA. Once enrolled, students are required to take the AP exam at the end of the year and must submit payment for that test (approximately \$95 per test) by the end of the first month of school.

To receive college credit, one must take the exam and earn a score of typically a 3, 4, or 5. (Requirements differ between universities). It is the student's responsibility to contact

colleges or universities (of interest to them) regarding the requirements for acceptance of AP scores for credit.

Dual Enrollment (DE)

VCS currently uses Northwest Nazarene University for all DE courses except PreCalc, which is offered through CCU.. Students are enrolled into DE classes with consideration to GPA, teacher recommendations, and previous grades. These courses are taught entirely by a VCS teacher. Students must register and pay the school's tuition and other fees. They will grant students 3 or 4 college credits (amount varies per course) if they earn a "C" or higher for the semester. Upon successful completion of these courses, it is the student's responsibility to request transcripts from the college that DE classes were taken, to the college or university of their choice.

Failures

Failing a class requires enrolling in a summer credit recovery course to bridge the knowledge gap and prepare for upcoming coursework. If the course is not completed prior to the start of the next year, this could affect a student's requested courses, schedule and graduation status. Before enrolling in a course students must submit an Outside Class Request form for approval from the Academic Advising office/Administration.

Seniors who fail a required first semester course must complete an approved equivalent course and submit an official transcript 3 weeks prior to graduation to participate. The monitoring and completion of an outside course is the sole responsibility of the student/parent. Seniors who fail a required second semester course must complete an approved equivalent course by July 1 to receive a VCS diploma. These students will not participate in graduation ceremonies nor go on the Senior Trip.

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).
4. Since grades are recorded in RenWeb, we expect parents to routinely monitor their student's grades. Questions about a grade must be initially addressed within one week of the grade being posted or released with the classroom teacher. We will not entertain changes once grades are posted to the transcript.

Grade Point Average

A student's GPA is based on semester final grades with all courses included in accordance with the credit received. Quality points are assigned as follows:

Grading Scale			
Letter Grade	Unweighted GPA Regular VCS Classes	Weighted GPA AP/DE Classes	Percentage
A	4.000	5.000	90-100
B+	3.333	4.333	87-89
B	3.000	4.000	83-86
B-	2.667	3.667	80-82
C+	2.333	3.333	77-79
C	2.000	3.000	73-76
C-	1.667	2.667	70-72
D+	1.333	2.333	67-69
D	1.000	2.000	63-66
D-	0.667	1.667	60-62
F	0.000	0.000	59 and below

- Curriculum Goals/Standards-Based Instruction

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

subjects excluding those areas requiring a biblical framework.

- Biblical Illumination

Biblical Illumination (BI) (sometimes called Biblical Integration) is intentionally planned and unit specific correlations of Biblical truth to subject content. BI's should be directly taught and explicitly stated without any assumption of prior knowledge of text or principle. At least one BI is included each week in every subject. Biblical Illuminations state a Biblical truth or principle, connect with the specific unit/content to be taught, and include a verse reference.

- Evidence of Student Mastery

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

Graduation Requirements

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

Required Course	Credits	Required Courses	Credits
Bible		Foreign Language	
Bible 9	1	Spanish or Amer. Sign Language	2
Bible 10	1		
Bible 11	1		
Bible 12	1		
Total: 4.0		Total: 2.0	
Career Technology Education		Math	
Freshman Seminar	0.5		4
Survey of Engineering	0.5		
College, Career, Life	0.5		
Total: 1.5		Total: 4.0	
English		Physical Education	
Pre AP English 1	1	Physical Education/Health	1

Pre AP English 2	1		
English 11 or AP English	1		
English 12 or AP English or DE	1		
Total: 4.0		Total: 1.0	
Fine Arts		Science	
Speech	0.5	Integrated Science	1
Fine Arts Elective	1	STEM Biology	1
		Chemistry	1
Total: 1.5		Total: 3.0	
		Social Studies	
		World History or AP World History	1
		US History or AP US History	1
		US Gov't/Economics or AP Gov't Economics	1
		Total: 3.0	
Total Required Courses: 24			
Total Additional Electives: 4			
Total Credits Required for Graduation: 28			

- Study Hall and Teachers Aide may be taken and repeated but receive no credit.

Honor Cords

Seniors with an unweighted cumulative average GPA of 3.5 to 3.74 will graduate Cum Laude and will be honored with a silver cord at graduation. Seniors with an unweighted cumulative average GPA of 3.75-3.99 will graduate Magna Cum Laude and will be honored with a gold cord at graduation. Seniors with a weighted cumulative GPA of 4.0 or higher will graduate Summa Cum Laude and will be honored with a gold sash at graduation.

National Honor Society members will be recognized at graduation by wearing a specific NHS adornment, e.g., medallion, tassel or sash in addition to the Honor cord.

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

or higher. NHS students complete an additional ten hours of Christian service and participate in several important service projects throughout the school year.

The only other honor cords allowed to be worn at graduation are those who have met the standards of a State or National organization which sponsors an Honor Society and to which the local organization has an active affiliation. Students who have been accepted into military service ay also wear an honor code representing their branch.

Incompletes

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

Late Work Submission

Makeup of Excused Late Work

Excused absences (as it applies to late work) can be defined as:

- Work missed due to school-related activities.
- Work missed due to college visits.
- Work missed due to personal sickness or injury with a note from parent or legal guardian.
- Work missed due to medical or other official appointments with note from the provider.
- Work missed due to other extenuating circumstances must be approved by the administration.

The student is held responsible for obtaining work missed due to absences. All work missed during absences must be made up. No points will be taken off for excused late work that is turned in according to policy. The following applies to turning in of excused late work:

- Any assignment given before the absence will be due on the day the student returns.
- Any assessment taken on the day of the absence must be taken the day the student returns.

- It is the student's responsibility to communicate with the teacher to gather any information missed from lectures or assignments given on the day of the absence.
- Teachers may allow extra time to complete work assigned during an excused absence, but no more than the number of days absent. Work not turned in during this time frame will be considered unexcused late work.
- If a student is present for part of the day on which an assignment is due but will be leaving early due to an excused absence, they are required to turn in any assignments due before leaving to the appropriate teacher.
- Students who will be out for multiple days due to school related activities are responsible for communicating absences with classroom teachers and collect any work that can be done while they are gone. The assigned work will be due on the day they return unless other arrangements are approved by the teacher.

Makeup of Unexcused Late Work

Unexcused late work can be defined as any work not turned in on time that does not meet the excused late work criteria. Teachers may accept unexcused late work but are NOT required to do so. A teacher may assign a score of zero for all unexcused late work. If a teacher should allow unexcused late work – the penalties are as follows:

- 1 day late = 10% reduction - max score 90%
- 2 days late = 20% reduction – max score 80%
- 3 days late = 30% reduction - max score 70%
- 4 days late = 40% reduction - max score 60% - After 4th school day no late work is accepted – 0% is given

Excessively late or missing assignments will be addressed with parents and a conference scheduled at which the student must be present. Continual submission of late or missing assignments may also result in a temporary suspension from after school activities/athletics to attend any assigned detention as determined by the principal.

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 for printing a copy of the quarter or year-end report cards after they are sent via email. The link to access report cards expires after a given span of time and will become inaccessible.

Citizenship Marks:

VCS 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. Students will be given a citizenship mark on their report cards for 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 Facilities I Chr. 29:11, I Cor. 4:2	Always respects school buildings, grounds, desks, etc.	Consistently respects school buildings, grounds, desks, etc.	Frequently disrespects school buildings, grounds, desks, etc.	Consistently disrespects school buildings, grounds, desks, etc.
Encourage Others I Thessalonians 4:18, Hebrews 3:13	Always encourages others through actions and words.	Consistently encourages others through actions and words.	Frequently inconsiderate to others through actions and words.	Consistently inconsiderate to others through actions and words.
Do When Asked Philippians 2:5	Always complies with directions, requests, or correction.	Consistently complies with directions, requests, or correction.	Frequently does not comply with directions, requests, or correction.	Consistently does not comply with directions, requests, or correction.

Scheduling

Freshman through Junior students are required to have 7 assigned periods (not including study hall or TA). Senior students may be excused from periods 1 & 2, 7 & 8, or 1 & 8 or 1 or 8, assuming they will meet the requirements for graduation and choose to take only 6 assigned periods (not including study hall, opens or TA.) Study Hall, morning/early release, or teacher's aide do not count for credit.

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

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

Schedule Changes

- All schedule changes must be coordinated through and approved in writing by the Advising Department. No schedule changes will be considered after the first week of classes. All schedule changes must be submitted in writing and must occur during the first week of school ONLY - our goal is to have a final class roster by the end of the first week of the semester.
- Requests for specific teachers, sections, or to be with friends will not be considered. Teachers and/or administrators may initiate a student schedule change to improve student placement. Withdrawal from a course, two weeks after the start of each semester is done only when there are extenuating circumstances and must be approved in writing by the teacher, parent, and administrator.
- Withdrawal after six weeks will result in an WP for withdraw passing or WF for withdraw failing.
- Students will not be permitted to submit a schedule change for electives at the semester, they will stay in their chosen elective for the entire year.

Semester Exams

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

Student Contracts

Academic Contracts: A student may be placed on an academic contract at the discretion of the school administration when the student is not meeting the school's academic eligibility requirements. A student may be placed on a contract if they earn one or more Fs on a quarter or semester report card, or a student receives less than a 2.0 GPA on a quarter or semester report card. Criteria for this decision may include course work deficiencies, type of class(es) (core, non-core) lack of effort, and failure to cooperate with authority and school rules. The length of the academic contract will be determined by the advising/academic department. Once a student completes the expectations of a contract, the contract will be withdrawn. The expectation is that the student will no longer need to be on contract for the remainder of their time at VCHS. Should that not be the case, the school reserves the right to ask a student to withdraw.

Behavior Contracts: A student may be placed on a behavior contract at the school administration's discretion when they are not meeting the school's behavior expectations in the parent/student handbook. A behavior contract may be issued for consecutive minor violations or for a single major violation. A behavior contract gives the student a final opportunity to stay enrolled at VCS. Should the terms of the contract not be adhered to, the student may be asked to not re-enroll or be expelled. The length of the contract will be determined by the school administration. Once a student completes the expectations of a contract, the contract will be withdrawn. The expectation is that the student will no longer be a behavior problem and will look for ways to be respectful and cooperative for the remainder of their time at VCS. Should that not be the case the school reserves the right to ask a student to withdraw or be expelled.

Attendance Contract: A student may be placed on an attendance contract at the school administration's discretion when they are not meeting the school's attendance requirements as described in the parent/student handbook. This includes absences and tardy policies. A student who does not meet the contract terms will be considered

ineligible for extracurricular activities and may be in danger of not receiving course credit. Once a student completes the expectations of a contract, the contract will be withdrawn. The expectation is that the student will no longer exceed allowed absences or tardies and will comply with all attendance requirements. Should this not be the case, the school reserves the right to ask a student to withdraw or be expelled.

Student iPad Policy

Each enrolled student at the VCHS will be provided with a school iPad and charger. The purpose of the iPad is to facilitate student/teacher communication and as a tool for learning. Students are allowed to take the iPad home throughout the school year and will return the iPad and charger at the end of each school year. Students are asked to bring the iPad fully charged every day to school and to take care of the iPad physically. If there is a software or hardware problem, the student is to report it as soon as possible to a teacher who will notify the IT department for evaluation.

Teachers regularly use apps or other features on the iPad for classwork and assessments. If a student does not have their iPad available, this may impact their ability to complete assignments or assessments which may negatively impact their grade. Any classwork that cannot be completed due to not having the iPad available will be considered unexcused late work.

Transfer Credits

VCS will allow students enrolled in high school to complete online courses during an assigned class period during the school day. In addition, under special circumstances, VCS will allow students to take courses outside the regular school day. In each case, students must receive prior approval by the Academic Advising Department and Administration. The rationale for allowing students to take courses outside of VCS is as follows:

- It provides students an opportunity to take courses which VCS does not currently offer.
- It allows students to explore fields of study which may guide them to a college major.
- It introduces students to online learning, which is part of the college experience at many colleges.
- It allows for credit recovery by students needing to meet graduation requirements after failing a class taken at VCS.
- It provides options for students taking dual enrollment courses.

- It provides the Academic Advising Department with more flexibility in scheduling classes to meet students' needs.
- All high school level classes taken outside of VCS must be pre-approved by the Academic Advising office and Administration. Additionally, they must be taken at a Christian School. Dual Enrollment classes can be taken at any accredited university.
- All core classes must be taken at VCS. Unless approved by the Academic Advising Office.

How many outside courses may be taken during a student's high school years?

- With prior approval by the Academic Advising Department and Administration, students are permitted to take up to a total of four classes over their four years of high school outside of VCS with a maximum of 2 per year. This includes regular high school courses and dual enrollment courses.
- All classes taken outside of VCS must be taken through an accredited Christian education provider or University that is approved by the Academic Advising Department and Administration.

How are the credits counted?

- After completing an online course, the student must arrange for an official transcript to be sent to VCS. The course, credit, and grade will be added to the student's official VCS transcript and will be calculated into the student's GPA.
- If a course was repeated, the original grade will remain on the transcript with the calculation turned off and zero credits awarded. The recovered grade will be added, calculation turned on and credit awarded.

What requirements must be met for a student to take an online course?

- A student will be required to graduate from VCS with the 28 required graduation credits.
- A student must take the required number of credits each semester—seven assigned class periods for 9th, 10th, and 11th grade students: six assigned class periods for seniors. (Not including study hall or opens.)
- Students may only be given one extra study hall per semester to work on outside classes and students must submit an official transcript at the end of each semester before the extra study hall is scheduled for the next semester.
- A student must be available to attend weekly chapel services.

- All costs related to classes taken outside of VCS are the responsibility of the student/ family.
- Prior to enrolling in any course outside of VCS, a student must submit an Outside Class Request form to the Academic Advising Department/Administration for approval.
- Students can only take one outside class per core subject (Bible, English, Math, Science and Social Studies).
- For seniors taking an approved, necessary online course – the registrar must receive an official transcript 3 weeks prior to graduation. If it is not received this could jeopardize a student from participating in graduation.

Valley's Individual Needs Enhancement Program (VINE)

At Valley Christian Schools, we believe that all people are fearfully and wonderfully made (Psalm 139:14), and that all believers are indispensable to the body of Christ (1 Cor. 12:21-27). It is our desire, and we believe God's will, to reach out and serve all the children that we are able, including those who have challenges which impact their learning.

Valley's Individual Needs Enhancement program is for students with documented/diagnosed learning disabilities or who have other learning challenges.

In VINE students are taught with content and methods that enhance, strengthen, and improve their individual needs so they can be successful in their classes, which in turn will help them to grow to their full God-given potential. However, we recognize that we are not able to service every student with special needs due to limitations on our finances, expertise, size, facilities, etc.

Admission to the VINE program is based on the extent to which our resources can help your student succeed. Your communication to us about your student's needs and submission of records, testing, and evaluation information will help us determine our ability to accommodate his/her challenges. In an effort to make the most informed decision regarding our ability to serve a student, testing and/or evaluation may be required prior to admission into the VINE program. In general, significant struggles of a behavioral nature are more difficult for our program to accommodate.

As a private school, Valley does not receive government funding for special needs programs. Therefore, we are not legally bound to follow existing educational plans as defined by IDEA; however, the goals and recommendations contained in IEPs, 504 plans,

and other education plans will be considered in the development of an Individual Learning Plan (ILP) as part of the VINE program.

In our desire to do all things to the glory of God, the VINE staff will seek to do everything possible to provide the best education for your child that we are able. The VINE teacher will meet with the classroom teachers, parents, and other approved professionals to discuss any accommodations and/or modifications that can be made within the classroom to assist the student academically. This may also align with emotional support. The VINE 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 VINE program is at the discretion of the VINE director and principal.

Teacher Referral Process:

For students who have already been admitted to Valley, if a classroom teacher suspects that a student may have certain learning or behavioral challenges, s/he will follow the referral process listed below:

- ✓ The classroom teacher will 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 should reach out to the parents, and to academic advising, to discuss documented interventions as well as the results of the first quarter screening document, in order to address additional solutions or accommodations. Efforts to address the concerns should be documented for three additional weeks.
- ✓ If no improvement is observed after the second solution is tried, the teacher and the academic advising team should meet with the VINE director to discuss the concerns and accommodations tried. The VINE director will then schedule a meeting with the parents, the classroom teacher(s) as applicable, and the principal (if found to be necessary) to discuss the concerns and options moving forward.
- ✓ At this meeting, the VINE director, in collaboration with the team, may recommend that a professional evaluation/assessment be completed for the student. This may be by Tempe Union High School District, (free), or by an independent professional, at the parent's expense. This may also involve requesting evaluations from outside resources at no expense to the family.

- ✓ Once the result of the evaluation is received, the VINE Director will meet with the principal to determine the services necessary for the student to be successful in the general education classroom.

If it is decided that services are needed in order to meet the needs of the student, the determination will be made whether the student will remain in general education and receive an accommodation plan, or whether the student will be placed in VINE program for one or more of his/her classes and will receive an individual learning plan.

- ✓ The VINE director will create an *Interim* Individualized Learning Plan (ILP) or an Accommodation Plan for the student as deemed necessary while communicating this information to the families. Copies of plans will be distributed to all teachers who have that student so they will be able to implement accommodations to help support the student.
- ✓ During the same school year, students who have been placed in VINE, will receive a formal Individual Learning Plan (ILP) that is created by an educational team consisting of the student, parents, current gen ed. teachers, VINE director, and additional VINE teachers.
- ✓ 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 VCS for additional support. The VINE teachers and director will work with the student and monitor progress with communication to both teachers and families. The VINE program targets academic instructional areas and works in conjunction with the classroom curriculum rather than employing a separate curriculum whenever possible. However, it may be determined that the learning needs of some students will be met through VINE classes that are instructed using specialized instruction to meet with learning needs of the students. This will be detailed in the student's ILP.

VINE Program Graduation Requirements

Most students in the VINE program will complete the standard requirements for graduation. However, graduation requirements may be modified depending on the special needs of the individual student. This modification requires written approval from the administrator. The VINE Director will present graduation requirement modification

proposals to the principal and the guidance counselor each year for all students in grades 10-12. This will include a review of previously approved modification proposals.

VINE and Accommodations Late Work

Students are allowed 2 additional school days w/o penalty. Teachers are not required to accept late work after the 2 school days. If a teacher should accept the assignments the penalties are as follows:

Day 3 after the original due date – 10% reduction – max score of 90%

Day 4 after the original due date – 20% reduction - max score of 80%

Day 5 after the original due date – 30% reduction - max score of 70%

After day 6 of the original due date – 40% reduction - max score of 60%

After unit completion no late work is accepted – 0% is given

STUDENT CONDUCT & DISCIPLINE

Philosophy of Discipline

The purpose of school sanctioned discipline is character development and growth. When students violate school policies, there may be consequences. VCS views school discipline as a constructive and practical lesson that actions have consequences. Policy violations sometimes require punitive consequences. However, the focus will also be on the “heart” or motivation of the student’s action(s). In Matthew 18:9 Jesus stated, “These people honor me with their lips, but their heart is far from me.” Our desire is that our students' hearts will grow closer to God, and their actions will reflect that.

Expected Characteristics of a VCS Student (Culture Changer)

- Possesses a growth mindset and presses on (2 Peter 1:5-8).
- Develops critical thinking, problem solving skills (Proverbs 14:15).
- Diligently works hard and pursues excellence (Proverbs 14:15).
- Arrives on time and prepared (Proverbs 21:5).
- Listens before speaking (James 1:19).
- Disagrees politely, seeking to understand (Romans 14:1).
- Take responsibility for my actions (Matthew 5:37).
- Spends time in the Word and seeks to apply Biblical truth (2 Tim. 2:15).
- Waits patiently, speaks calmly, and acts politely (Luke 6:31).
- Honors God in speech and actions (John 5:23).
- Cares about, dresses, and prioritizes honoring God (Romans 12:1-2).
- Tells the truth and acts with integrity (Proverbs 12:17).

- Acts confidently, but with Christ like humility (Mark 8:36).
- Declares and believes the Biblical Gospel of Jesus Christ (Romans 10:9-10).
- Regards adults with respect, follows directions without complaining (Hebrews 13:17).
- Speaks kindly to others and builds them up (Ephesians 4:32).
- Treats others as children/creation of God (Matthew 5:43-45).
- Offers to help and serve others (Mark 10:45).
- Regularly thinks of others first (Philippians 2: 3-4).
- Encourages and uplifts others (Ephesians 4:29).
- Prioritizes team accomplishments, teamwork, and God's glory (Proverbs 27:17).

Academic Integrity Policy

One of the character traits we want to emphasize, model, and train VCHS students to incorporate into their lives is integrity. A culture changer for Christ tells the truth and acts with integrity. As a Christian educational institution, we also value the process of student learning. Cheating interferes with both values and encourages achievement without earning it. This is a behavior pattern that can be harmful to a student and their future. Instead of developing these harmful habits, we encourage students to develop honesty, diligence, curiosity, perseverance, study skills, and to embrace the learning process.

The following are forms of academic dishonesty:

- Plagiarism- Plagiarism is to steal and pass off the ideas and words of another as one's own. The inappropriate use of AI often falls into this category.
- Common forms of cheating include but are not limited to copying another student's work with their permission or without permission when not allowed. Inappropriate use of personal or school devices to store or obtain information that is required for an assessment or any graded assignment. Looking at another student's work or allowing another student to view your work. Use of cheat sheets without teacher approval.
- Others doing the work for you- This includes someone else completing or helping to complete the student's work to the extent that the work is beyond what the student can do. Asking or telling what question, answer, or information was on a test or quiz.
- These forms of academic dishonesty can occur with any graded assignments, classwork, homework, quizzes, tests, final exams, projects, essays, etc.

This is not meant to be a comprehensive list of ways in which students may cheat. School administration has the right to determine if a student's actions were academically dishonest.

Consequences for Academic Dishonesty

- 1st instance of academic dishonesty will result in a 0% being given on the assignment and a parent email sent home by the classroom teacher.
- 2nd instance of academic dishonesty will result in a 0% being given on the assignment, parent communication, and an essay to be completed during lunch detentions on this topic.
- 3rd instance of academic dishonesty will result in a 0% being given on assignment, a parent conference, and further consequences applied. Consequences may include a behavior contract, academic probation, ineligibility, and other school privileges revoked.
- 4th instance of academic dishonesty will result in immediate withdrawal from VCS.

Artificial Intelligence (AI) Policy

AI is a quickly developing and a continually evolving resource. VCS embraces technology integration into our education program. We value the advantages technology can provide when being used appropriately as an educational tool. Although AI may have some helpful features when used correctly it can also be used incorrectly in an educational setting.

AI as a Resource

You may not submit any data generated by an AI program as your own. If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor). Any work submitted using un-cited AI content will be considered plagiarism, a form of cheating, and will be dealt with according to relevant school policies.

AI programs like ChatGPT can be helpful to generate and brainstorm ideas. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that AI use may also stifle your own independent thinking, creativity and academic skills. Teachers of each course have the right to modify or adjust the use of AI generated content for each course including not allowing it for any part of the learning process.

AI Deepfakes

Any possession, creation, distribution, or solicitation of AI generated deepfake images that are offensive or sexual in nature or shows nudity or partial nudity is not considered appropriate for our students and will result in significant consequences, ranging but not limited to suspension, withdrawal or expulsion. In some cases, police may be notified.

Bullying

The purpose of this policy is to ensure a safe and respectful learning environment for all students, staff, and members of the school community. Bullying in any form will not be tolerated.

Definition - Bullying is repeated, intentional behavior that harms, intimidates, or humiliates another individual.

Bullying includes, but is not limited to:

- **Physical:** Hitting, pushing, damaging belongings
- **Verbal:** Name-calling, teasing, threatening
- **Social/Relational:** Excluding others, spreading rumors
- **Cyberbullying:** Using digital platforms to harass or intimidate

Reporting - Students and staff are encouraged to report bullying promptly. Reporting options:

- Notify a teacher, counselor, administrator, or trusted staff member
- Parents/guardians may report concerns to school staff

All reports will be taken seriously and handled confidentially to the extent possible.

Investigation Procedures

- Reports will be reviewed as soon as possible by school administration
- All parties involved will be given an opportunity to provide information
- Investigations will be conducted fairly and as discreetly as possible
- Appropriate documentation will be maintained

Consequences- Consequences will depend on the severity and frequency of the behavior and may include:

- Verbal warning
- Parent/guardian notification
- Ineligibility
- Counseling or behavioral interventions

- Detentions, suspensions, or expulsions
- Referral to law enforcement (if applicable)

Defacing or Damaging School or Staff Property

Malicious or careless acts which result in damage to, or destruction of school, students' or staff members' property will result in both appropriate disciplinary action and the replacement or repair of such property by the student and his or her parent(s) or guardian(s).

Display/Possession of Sexual Paraphernalia

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

Disrespectful and/or Disruptive Actions, Language or Attitudes

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

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

Dress Code

Valley Christian Schools endeavors to promote excellence in all areas of education, including dress. To this end, careful consideration was given to the formation of the dress code. The purpose of our dress code is to promote an atmosphere of modesty and neatness without excessive restriction on self-expression. This dress code is designed to be clear and consider the needs of our school community, our students, and our families.

While we feel strongly that our dress should reflect our Christian values, the code outlined here is not designed to condemn any one way of dressing. Rather, it is an

agreed-upon set of parameters that we, as a community, will commit to, much like dress expectations in a work environment. Therefore, the cooperation of families is necessary to maintain the dress code and parents are expected to cooperate with the school in monitoring their child's daily attire. If parents have questions about whether a specific piece of clothing is acceptable, they should feel free to contact administration before allowing that clothing to be worn to school.

Students will be expected to follow the dress code at all school events, including rehearsals, practices, workouts, athletic events, field trips, banquets, performances, etc., unless otherwise specified by administration. Details for each area are outlined below. Students not in compliance with the dress code will be subject to disciplinary action, as outlined below. Administration will make the final call on issues of dress code and reserves the right to decide what is proper and fitting regarding attire for school and school events.

At Valley Christian Schools, we agree to the following guidelines for how we dress.

Students **may** wear...

- Clothing that expresses your creative style within the boundaries of the dress code
- Individuals, groups, images, or wording that do not conflict with Biblical principles
- College and University T-shirts
- Valley Christian Schools spirit wear

Students **may not** wear...

- Any item that promotes unbiblical values or interferes with student health or safety, or contributes to a hostile environment, including displays of offensive language, symbols, or gestures, images that depict drugs, alcohol, violence, weapons, illegal activity, profanity, pornography, or that demean any person or group, items that pertain to gothic, occult, political affiliations, or other items deemed inappropriate by the administration.
- Costumes during school days, unless specified for a spirit day or special event

Students **must** wear...

- Clothing that is in conformity with their genetic code

ACADEMIC ATTIRE (Everyday wear)

SHIRTS	- Shirts should be appropriately sized and completely cover abdomen, back, cleavage, and undergarment, even when arms are fully extended. <u>Girls</u> – Sleeveless and tank tops are allowed; straps must be 2”. <u>Boys</u> – Sleeveless and tank tops are not allowed. - Sheer shirts must have a dress code appropriate shirt underneath. - Tube tops, crops, bathing suit tops, racer-back shirts, or low-cut necklines are not allowed. - Sweaters, jackets, etc. may not be used to cover non-dress code shirts.
PANTS & SHORTS	- Pants and shorts must be appropriately sized and completely cover undergarments, even while sitting. - No rips or holes - Frayed hems are allowed. - No pajama pants - All shorts must fall under these guidelines: <u>Girls</u> – Shorts must have a 5” inseam or longer. <u>Boys</u> – Shorts must have a 7” inseam or longer. - No biker shorts, yoga pants, leggings, flare leggings, or jeggings - No words or messages written across the bottom or crotch area
DRESSES & SKIRTS	<u>Boys</u> may not wear dresses or skirts. - All dresses and skirts (including slits) must be no more than 4” above the knee. - No excessively tight dresses/skirts - The top of dresses must comply with shirt dress code requirements.
FOOTWEAR	- Students must wear shoes always. - No slippers/house shoes
HEADWEAR	- Hats (including beanies) and sunglasses may be worn outdoors. - Hoods may only be worn outdoors.
HEADPHONES	- Students headphones should be “away for the day”, during school hours; Mon-Fri 8am -3:10pm or on Wed from 8am-2:10pm. This includes in the classroom, during passing periods, during chapels, assemblies, or other instructional activities. - Teachers may choose to allow headphones, ear buds, or air pods to be worn in their classroom during specific activities or if they are a part of a students approved accommodation plan. - If a student chooses to violate these guidelines, the following disciplinary actions will be taken. 1st VIOLATION: Student will receive a warning from a faculty or staff member to put headphones, ear buds, or air pods away and out of sight. 2nd VIOLATION: Headphones, ear buds, and air pods will be confiscated by the faculty or staff member and stored at the front office for the rest of the school day. Students will need to pick up their

	headphones, ear buds, or air pods from the front office at the end of the school day. Parents will be notified by administration. • 3rd VIOLATION: If this is a repeated behavior, administration will work with the family to determine appropriate consequences and establish a restriction plan (i.e. headphones left at home, headphones checked in before going to class, etc.) Students will work with administration to develop an action plan prior to lifting the restriction plan.
HAIR	• Neat and clean • Natural colors only • Students may dye their hair natural colors. • Hair must be kept out of eyes. • Facial hair must be neat and well-trimmed. • VCS reserves the right to require a student to get a haircut, change a style, or change a color if, in the judgement of administration, the student's choice has created a distraction.
TATTOOS	• VCS encourages students to cover tattoos while on campus.
ACCESSORIES & MAKEUP	• <u>Boys</u> may not wear earrings or makeup. • <u>Girls</u> may wear ear piercings and/or stud only nose piercings (HS). • Makeup and accessories should not be distracting. • No animal accessories (i.e. cat ears, tails, gloves, etc.)
NAIL POLISH	• <u>Boys</u> may not wear nail polish.

DRESS CODE VIOLATIONS

- Faculty or staff will report dress code violations to administration or designated staff member, who will then address the incident and record it 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 of attire as deemed necessary.

1ST VIOLATION	• Warning • Documented in RenWeb • Parents notified • Student may be required to change.
2ND VIOLATION	• After school detention • Documented in RenWeb • Parents notified • Parents are required to bring a change of clothes before the student can continue in school day.
3RD VIOLATION	• Parent/student meeting with administration • In-school suspension
4TH VIOLATION	• Parent/student meeting with administration

	• Behavior contract issued
5TH VIOLATION	• Consequences outlined in behavior contract carried out – up to suspension/dismissal

HIGH SCHOOL SEMI-FORMAL ATTIRE (Specific Dances, Performances, Banquets, Graduation)

- We encourage our students to dress up for the occasion, and we would like them to enjoy elevating their attire from that of a normal school day.
- The semi-formal dress code for high school students is outlined below and should be followed when required at specific semi-formal dances, performances, banquets, and graduations.
- If a student doubts that their semi-formal attire meets these guidelines, they are encouraged to bring the item to administration for approval.
- School administration reserves the right to determine what is considered proper attire for school events and may refuse admittance to functions for any student who is not adhering to the following guidelines.

BOYS	GIRLS
A dress shirt with dress slacks is required.	A nice dress, skirt/pants and blouse, or jumpsuit is required.
Dress shoes are highly encouraged.	Strapless, sweetheart, and straight across necklines are acceptable. Heels or dress shoes are highly encouraged. If sneakers are worn, they must be neat.
Ties or bow ties are encouraged but not required.	Hems of dresses/skirts must be no shorter than 5" above the knee. Slits must not be higher than 5" above the knee.
Vests and suit jackets are optional.	Backs of dresses cannot go lower than 2" below the natural bra line. Cutouts on back of dress cannot go lower than 2" below the natural bra line.
Hair must be neat and clean.	Dresses should not expose excessive cleavage or the midriff. No plunging V-necks are allowed. Keyholes on the front of dress must be above cleavage level.
No earrings	No two-piece dresses or excessively tight dresses, requiring lots of fixing to stay in place
Shirts must always remain buttoned.	Students may not use lace, netting, flesh-colored fabrics, or other see-through materials to cover or fix one of the issues above (i.e. slits, keyholes, length, midriff, etc.).
Tattoos are permitted to be visible.	Tattoos are permitted to be visible.

HIGH SCHOOL FORMAL ATTIRE (Prom, Specific Performances)

- We encourage our students to dress up for the occasion, and we would like them to enjoy elevating their attire from that of a normal school day.
- The formal dress code for high school students is outlined below and should be followed when required at specific formal dances or performances.
- If a student doubts that their semi-formal attire meets these guidelines, they are encouraged to bring the item to administration for approval.
- School administration reserves the right to determine what is considered proper attire for school events and may refuse admittance to functions for any student who is not adhering to the following guidelines.

BOYS	GIRLS
A tux or suit with a long-sleeved dress shirt is required.	Long, formal dresses are expected. A formal jumpsuit is also acceptable.
Dress shoes are highly encouraged. If sneakers are worn, they must be neat.	Strapless, sweetheart, and straight across necklines are acceptable. Heels or dress shoes are highly encouraged. If sneakers are worn, they must be neat.
Ties or bow ties are required with a collared shirt. Formal turtlenecks or shirts with a band/mandarin collar do not require a tie or bow tie.	Slits must not go higher than 7" above the knee.
Vests are optional.	Backs of dresses cannot go lower than 4" below the natural bra line. Cutouts on back of dress cannot go lower than 4" below the natural bra line.
Hair must be neat and clean.	Dresses should not expose excessive cleavage, sides of breasts, or the midriff. No plunging V-necks are allowed. Keyholes on the front of dress must be above cleavage level.
No earrings	No two-piece dresses or excessively tight dresses, requiring lots of fixing to stay in place.
Shirts must always remain buttoned.	Students may not use lace, netting, flesh-colored fabrics, or other see-through materials to cover or fix one of the issues above (i.e. slits, keyholes, length, midriff, etc.).
Tattoos are permitted to be visible.	Tattoos are permitted to be visible.

SPIRIT WEEK ATTIRE

- Academic attire dress code is enforced during all spirit weeks with the following exceptions.

BOYS	GIRLS
May wear hats	May wear hats
May wear costumes on designated days	May wear costumes on designated days
	May wear leggings with a top that reaches the thigh in the front and back

EXTRACURRICULAR EVENT ATTIRE (Athletic Events, School Trips, Casual Dances)

- Academic attire dress code is enforced for all games and activities HOME & AWAY (unless specified otherwise) with the following exceptions.
- If the student's attire does not meet these standards, the student will not be admitted into the function.
- School administration reserves the right to determine what is considered proper attire for school events and may refuse admittance to functions for any student who is not adhering to the following guidelines.

BOYS	GIRLS
May wear hats	May wear hats
May wear jeans with holes if there is still modesty	May wear jeans with holes if there is still modesty
May wear tank tops	May wear leggings
	May wear shorts with modesty (i.e. no short shorts, meaning no part of the buttocks would be showing)
	May wear biker shorts if they hit mid-thigh (usually 7-9" inseam)
Tattoos are permitted to be visible.	Tattoos are permitted to be visible.

EXTRACURRICULAR EVENT ATTIRE NOTES

- **What is still unacceptable at any Valley Christian Schools games and activities HOME or AWAY:**
 - Crop tops, tube tops, or any clothing that exposes bras, boxers, or underwear.
 - Inappropriate messages on clothing or hats.

ATHLETIC TEAMS ATTIRE

- Appropriate dress is expected for all students participating in athletics. Since some sports practice and game uniforms are outside of normal dress code guidelines, they may not be worn at school, even after school hours unless the student is at or heading directly to a practice or game. Attire for sports practices and games will be monitored by the

coaches and athletic directors. More specific information about athletic teams attire dress code will be provided by each head coach at the season's start.

Felony Conviction

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

Fighting

Fighting or other related behavior/actions to harm students or faculty is prohibited. Upon investigation any student found responsible for causing, antagonizing, or provoking a physical confrontation will be disciplined by the school administration. Consequences may range from detention to expulsion.

Depending on the circumstances, there may be cause for police to be called and assault charges or assault and battery charges may be filed. Any student will be considered responsible for participating in a fight if it is determined that they had a reasonable opportunity to walk away or avoid confrontation but chose to engage.

Harassment

The purpose of this policy is to establish a safe and respectful learning environment for all students, staff, and visitors. Harassment is any unwanted behavior—verbal, physical, social, or digital—that is intended to harm, intimidate, embarrass, or exclude another person. It can be a single serious incident or repeated actions that create a hostile, unsafe, or uncomfortable learning environment for a student.

Harassment may include name-calling, threats, spreading rumors, teasing, unwanted physical contact, or harmful messages shared in person or online. It can target a person's identity, such as their race, gender, religion, appearance, abilities, or personal characteristics.

In a high school setting, harassment disrupts learning, damages relationships, and violates the expectation that all members of the school community treat each other with respect and dignity.

Reporting Harassment-Students who experience or witness harassment should report concerns promptly to a teacher, counselor, or administrator. Reports will be taken seriously, investigated fairly, and handled confidentially to the extent possible. The

school encourages open communication between students, families, and staff to address concerns early and effectively. Retaliation against individuals who report harassment or participate in investigations is strictly prohibited and will result in disciplinary action.

Consequences- Consequences will depend on the severity and frequency of the behavior and may include:

- Verbal warning
- Parent/guardian notification
- Ineligibility
- Counseling or behavioral intervention
- Detentions, suspensions, or expulsions

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.

Obscene Behavior

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

Off-Campus Misconduct

The Student Disciplinary Code and all VCS penalties may apply to conduct off school grounds, particularly those that may endanger the health or safety of VCS students within the school setting or substantially interfere with the educative process.

Examples of off-campus misconduct that may be subject to VCS discipline include, but are not limited to, illegal activity, threats of violence, alcohol possession/use, fighting, inappropriate social media postings, hazing, drug possession/use or sales, firearm possession, violent offenses, robbery, burglary, arson, and sexual assaults.

- VCS considers a student an official member of the student body from their first day of acceptance at VCS until they graduate, withdraw, or are removed. There is a "24/7/365" aspect to the VCS Code of Conduct. VCS reserves the right to discipline for both on-campus and off-campus misbehavior during the student's tenure at VCS.

- When deemed necessary and/or required by law, certain acts of student misbehavior, whether on campus or off- campus, may be reported to appropriate authorities.

VCS parents or guardians shall not knowingly facilitate or allow the violation of rules of VCS or the law, such as the failure of parents to adequately safeguard any alcohol or drugs they possess, or to provide reasonable supervision standards in order to significantly minimize the possibility of alcohol or drugs being brought into the home, another location of social gathering, or to school functions or property. When parents or guardians knowingly facilitate or allow the violation of rules of VCS or the law, the result may include the immediate termination of the relationship between the family and VCS. It is not the responsibility of the school, nor does it have the resources or ability to police a student's behavior off campus during non-school hours or days. Members of the VCS family who become aware of violations of school policies that occur beyond school property, school activities, or school hours should first consider speaking directly to the other families involved, as VCS often is not in the best position to do anything about the concern under such circumstances.

Personal Electronic Device Restricted Policy

Purpose of policy:

VCS high school seeks to limit personal electronic device usage while on campus in order to pursue academic excellence and lifelong community. The purpose of the restrictions is to avoid:

- Distractions: Personal electronics can be distracting to the student and the teacher and can be a hinderance to the learning process.
- Addiction: Personal electronics addiction can be a problem for students. Mounting evidence suggests social media and other internet addictions are correlated with the increase of adolescent anxiety and depression.
- Cheating: Personal electronics can be used for cheating.
- Confusion during emergencies: Personal electronics can lead to misinformation during emergencies. The safety of our students is paramount at VCS. Our administration and security team have a well-developed plan in case of an emergency.
- Social isolation.

Policy: Student cell phones, smart watches, video game consoles, or any personal smart device will not be allowed to be used during regular school hours; Monday-Friday, 8:00 AM-3:10 PM / Wednesday 8:00 AM- 2:10 PM.

Students are asked to not have any personal smart device **on their person** during the school day (hours described above). Cell phones and other personal devices can be turned off or changed to airplane mode, then placed in their backpacks. If they drive to school, they have the option of leaving them in their parked vehicles.

Communication from parent/guardian to student during school hours should be conducted through the school's front office or via email.

Exceptions to this policy:

- Teacher and administration approved use of devices for school related activities.
- Pre-approved use of device for extenuating circumstances. Approval granted by the administration.
- Seniors (or other students) while off campus for lunch.

Consequences: (yearly)

- **1st violation**= Phone will be taken and **held until the end of the day**. Students can pick up the phone at the end of the day. VP notified.
- **2nd violation**= Phone will be taken and held until the end of the day. Must be **picked up by a parent** or legal guardian. VP notified.
- **3rd violation**= Student will be required to **turn in their personal devices** upon arrival at the front office **for the next 20 school days**. Device(s) may be picked up at the end of each school day.
- **4th violation**= Student will be required to turn in personal device(s) upon arriving to school each day **for the remainder of the calendar school year**. Device(s) may be picked up at the end of each school day.
- **5th violation**= Students will be required to turn in personal device(s) upon arrival to school for the remainder of the current semester and **may be asked to withdraw** from VCS at the end of the current semester.

Self-Harm

If a student indicates or has evidence of self-harm without suicidal ideation:

- Student may be removed from class temporarily for a preliminary conversation with administration, nurse, or the Health and Wellness Coordinator.
- Parent(s) will be called.
- The principal will be notified and will be a part of determining if a student is able to return to class. (Self-harm can vary in degree – this can look like scratches, bruising, cuts, etc.)
- Parent(s) may need to seek out a licensed counselor's evaluation

and care.

If a student indicates a desire to significantly harm themselves or someone else up to and including suicidal ideation:

- VCS will remove the student from class and house them in a safe place where they may be observed until a parent(s) can pick them up. If this occurs at home, the student must stay home from school.
- Depending on the severity and nature of the threat, the school will partner with parents to determine next steps for the students safety and health.
- Parent(s) may be required to seek outside help and/or an evaluation, possibly before returning to school.
- If the parent desires, VCS will provide a list of crisis help organizations.
- The health/wellness office will also reach out to attendance to ensure the student's absences for immediate treatment, if needed, are excused.
- School administration will notify teachers (generally) of the student's absence to mitigate negative consequences to the student's academic record.
- If the absence becomes excessive, the principal, along with other personnel intricately involved, will determine if it's in the best interest of the student, or the school to remain enrolled.

Social Media and Personal Communications

VCS 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.

VCS 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.

Substance Abuse

The purpose of this policy is to promote a God honoring healthy lifestyles for all students, on and off campus as well as to ensure a safe, drug free learning environment for all students and staff.

VCS maintains a strict policy regarding student use, possession, distribution, or being under the influence of alcohol, illegal drugs, controlled substances without a valid prescription, or any other intoxicants, whether on campus, at school-sponsored events, or off campus at any time. This includes, but is not limited to, substances such as alcohol, marijuana (cannabis), nicotine and vaping products used unlawfully, prescription drugs without a prescription (including opioids like oxycodone and stimulants like Adderall), illicit drugs such as cocaine, ecstasy (MDMA), LSD, methamphetamine, inhalants (e.g., aerosol sprays, glue), and synthetic drugs (e.g., K2 or “spice”).

Students are expected to uphold conduct that reflects Christlike character and not take part in unlawful behaviors on or off campus that compromise their health, safety, academic performance, or the well-being of others. Any violation of this policy will result in disciplinary action.

Zero Tolerance Policy

VCS Zero Tolerance Policy: A student who at any time is in possession of or in the use of illegal drugs, alcohol, or lethal weapons on the VCS campus or at any school-related

event will immediately be suspended from school pending an investigation, with expulsion from school as a potential outcome.

- Possession or use of Lethal Weapons, Drugs and Alcohol on Campus or at School Events – It is illegal and forbidden to use, sell or possess firearms/weapons/explosives, drugs or alcohol on campus, traveling to or from campus or at any school function, including school-sponsored trips and occasions when one is representing the school. This includes attending any school function when one is under the influence of drugs or alcohol. Law enforcement officials shall be notified where deemed necessary. Students are encouraged to lessen consequences by coming forward on their own under the guidelines of the Self- Reporting process outlined below.
- Drug and Alcohol Abuse at Non-School Activities – If an agent of the school becomes aware of alcohol and/or drug use involving our students, this information will be shared with the parents and the appropriate school authorities. VCS will investigate the details, and the VCS Zero Tolerance Policy will be implemented.
- Immoral or illicit sexual behavior.
- Serious threats or intimidation.

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.

When Wrongdoing Occurs:

Student Responsibility

Occasionally, a VCS student may find himself/herself in a situation when clear violations of this Code of Conduct (e.g., consuming alcohol, taking drugs, immoral behavior, etc.) are occurring. It is the responsibility of that student to take immediate and reasonable steps to remove himself/herself from the location of the wrongdoing. If such steps are not taken, the student may be subject to disciplinary action. When VCS employees request truthful answers from a student regarding allegations about their own actions or the actions of others, it is done with a presumption of full disclosure.

Self-Reporting

Students or parents who choose to seek help and who recognize and confess that their behavior and action is in violation of VCS' standards exhibit high character and maturity and will stand a much better chance of lessening potential consequences, although VCS reserves the right to administer discipline according to the situation at hand.

1. A student may contact a faculty or staff member on campus with whom he/she is close and confide in that person the problem that he/she is planning to correct.
2. The student must then inform his/her parents of the problem (note: the student is welcome to have the faculty or staff member present).
3. The faculty will notify the Vice Principal or another Administrator.
4. Finally, the student must agree to submit to a correction plan that is designed collaboratively by the school, student, and the parents.

Notwithstanding these policies on discipline and behavior, VCS reserves the right and authority to govern and rule regarding all matters of student behavior, whether listed here or not; and reserves the right and authority to govern and rule regarding any matter concerning a student who is involved in illegal activities, whether on-campus or off-campus.

Detention

The purpose of detention is to allow students some quiet time to self-reflect on the behaviors that caused them to be in detention as well as what habits or behaviors may need to change to avoid escalating consequences in the future. It is a short-term consequence for the inability or decisions that do not meet the school standards and expectations. Detention is not meant to be assigned multiple times to a student. Consequences will escalate upon multiple violations.

Detentions are issued by staff for minor violations and offenses by the students. These may be issued by email with a detention slip attached or a paper hardcopy. If an electronic detention is received, the students will be required to print out the detention slip and obtain appropriate signatures prior to the detention date. Detentions are generally served with the detention supervisor for a 40-minute period during lunchtime. Detention slips are to be signed by the parent/guardian and returned with the student to the detention supervisor. Failure to show up to detention or showing up without a signed detention slip can result in additional detention.

Suspension

The administrator may suspend any student for violating the discipline policies set forth in the parent/student handbook. 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 VCS. 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. There are two types of suspensions:

In-school: Suspended students will be assigned to a room in the school for the term of the suspension. Generally, ISS is no longer than one day. Suspended students will have limited contact with other students throughout the day. During an ISS the teachers will be notified, and classwork will be assigned. The student will be expected to complete school assignments and tasks given by the teachers. In certain circumstances, a student may be allowed to go to class when requested to do so by the classroom teacher, with the approval of the administration.

Out-of-school: Out of school suspensions can vary in length depending on the severity of the school violation. Out of school suspensions can range from one to five days. Not to exceed five days. During out of school suspension students are not allowed to be on campus (unless given permission by administration) and are not allowed to participate in any school related extracurricular activities. Any graded assignment or assessment given during an OSS will receive a grade that is deducted. The best score possible for any formative assignment or assessment will be 50%. The best possible score for any summative assignment or assessment will be 75%.

Contracts

Contracts may be academic, disciplinary, or both. A contract is a formal agreement outlining the expectations for a student to demonstrate significant academic or behavioral improvement in order to remain at VCS. During the contract period, the student is expected to show measurable progress and personal growth. The terms of the contract may include the temporary loss of privileges, such as participation in certain extracurricular activities. Students who fulfill the terms of their contract may have their full student privileges reinstated.

Recommended Withdrawal

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

review upon admittance. A family who withdraws a student during the school year - whether voluntary or involuntary - will be charged full tuition for the month withdrawn, plus a \$750.00 withdrawal fee per student. This fee is used to reimburse VCS for digital textbook licenses and other resources VCS commits to during a student's enrollment.

Expulsion

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 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.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ACTIVITIES

Definition of extracurricular activities for VCS is- any school activity that does not receive a letter grade on the school's report card, i.e. sports teams and clubs.

Participating in extracurricular activities should be considered a privilege. As a participant, you represent Jesus 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.

Eligibility for Extracurricular Activities

Students can become ineligible due to low academic performance, poor attendance, or negative behavior, as explained below.

Academic - Students must maintain satisfactory progress in their academic studies to have the privilege of participating in extracurricular activities. Students who fall below academic standards will be declared ineligible in order to encourage them to spend extra time on academic efforts. Any student who does not meet these requirements at the end of each quarter will be considered ineligible until the next grade check. Student grades will be re-evaluated for eligibility on the third and sixth Friday of the following quarter. Students will be considered eligible if academic requirements are met on the first Monday after each grade check. Students are required to:

- Maintain a grade point average of 2.00 or better on Quarter 1 or 3 report cards.
- Maintain a grade point average of 2.00 or better on Semester 1 or 2 report cards.
- Receive no academic grades of "F" on a quarter or semester report card.

Attendance - Students who reach 10 unexcused absences (as defined by the parent/student handbook) per semester in any core class or elective, will be considered ineligible for the remainder of the current semester.

Behavioral Ineligibility - Participation in school extracurricular activities is a privilege, not a right. Those who are given the opportunity to participate in VCS extracurricular activities represent our school and should reflect our core values. Behavior should be exemplary, "on the field and off". Negative student behavior may impact student eligibility. Duration of ineligibility due to a behavior issue will be determined by administration (and the Athletic Director or other director if applicable).

The following are reasons why a student will be considered ineligible to participate in extracurricular activities:

- Receives a citizenship grade of **Unsatisfactory** in any class on a report card.
- Receives 3 or more **Needs Improvement** citizenship grades on a report card.
- Receives multiple violations/detentions from classroom teachers related to misbehavior.
- Any substance abuse policy violation.
- Any significant VCS behavior violation, i.e. fighting, defiant behavior, bullying, harassment, or sexual misconduct.
- Continual minor violations, with no attempt to improve.

Other Extracurricular Information:

A student participant must attend school for a minimum of four periods (or 50% of the school day) to be eligible to practice or participate in any extracurricular activity on that day. If the student is in attendance for less than four consecutive periods, he or she may observe the practice or event, but may not participate.

End of season violations-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 students' next extracurricular activity.

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 during all extracurricular activities and outings.

AIA (Arizona Interscholastic Association) Policies

Eligibility Rules for Transfer Student

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

Forms

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

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