

## PARENT AND STUDENT INFORMATION HANDBOOK

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## **STATEMENT OF FAITH**

Valley Christian Elementary School holds the Bible, the Holy Word of God, to be supreme in all matters governing this organization, the ultimate authority for rules of order, in keeping with the Spirit of Christ. The purposes for which this school is formed are to establish and maintain places of worship of Almighty God, our Father, and the Lord Jesus Christ, His only begotten Son, through the Holy Spirit, and promotion of Christian fellowship and edification, under the guidance of the Holy Scriptures, and to do the work of evangelism in home and foreign fields, obedient to the Great Commission of the Lord Jesus Christ.

The mission of Valley Christian Elementary School is to share the Good News with all people that God loves them and desires to have a personal, day-by-day relationship with them. We believe that God is knowable and personal, and by entering into a relationship of trust and obedience with Him, people can experience a transformed life and blessings beyond belief, both now and in eternity.

We base our beliefs on the following seven foundational and unchanging truths:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our 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.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. 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.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

(Source: The National Association of Evangelicals Statement of Faith)

## **MISSION | VISION | PHILOSOPHY OF EDUCATION**

### **Our Mission**

To inspire a passion for Jesus Christ and to awaken God's unique story in each student. To prepare all students for their specific callings through a Bible-based college preparatory experienced that transforms them into forward thinking leaders, who are able to move beyond success to true significance within a complex global community.

### **Our Vision**

We envision VCS as a premier school system where the Christian life is vibrantly expressed with purpose, passion and excellence. We see a place where teachers are passionate about students and teaching, where students are excited about learning, and where the parent-school partnership is energetically working together to create a life-changing experience for every student.

### **Philosophy of Education**

Mankind is instructed to "train up a child in the way he should go," but casual observation of our present society will show that humanity has ignored this God-given direction. One of the needs of today's youth is to be trained and educated in total. Total education includes the development of academic excellence to the greatest potential of each student and nurturing of the student to become a responsible and mature adult. The adult who willingly accepts the responsibility and consequences of his or her actions and serves as an agent of God's cause in the world becomes a positive influence in society.

The successful endeavor of achieving this broad sphere of education mandates the training of the whole person, including the mind, the body and the spirit. Holy Scripture places the responsibility of rearing and educating the child primarily and essentially on the parents. Therefore, the school will be an extension of the home in providing structure for both sound educational information and moral principles that are correct and internalized.

In accepting the basic premise that a complete education is the training of the whole person namely...the mind, the body and the spirit, it is realized that this kind of complete education can only be accomplished in a Christian school. The Christian school educational concept endeavors to train for a "complete life" instead of training only to make a living or learning how to adjust socially on a purely humanistic basis.

The life and work of Jesus Christ is our model for Christian living. Therefore, Valley Christian Schools encourage each young person to grow in faith, in hope, and in love, both individually and as part of the community. Biblical studies form the foundation of wisdom and knowledge. Christian living and Biblical subjects are taught from a Christian worldview and with a thorough commitment to the Bible as God's inspired Word and the Person of Jesus Christ as the Son of God, Savior.

## **CORE VALUES**

**Excellence** | Seeking and achieving top performance, quality and value in every area of endeavor.

**Christian Worldview** | We espouse a worldview based upon the entirety of Holy Scripture, and through the lens of Jesus Christ and His teachings.

**Safety** | Providing a safe, secure and healthy environment for the entire school community.

**Character** | Self-discipline, integrity, courage, and honesty. Doing the right thing even when it's hard to do. Responsibility for personal behavior and for resolving conflicts in a direct and respectful manner in accordance with Matthew 18.

**Innovation** | Constantly seeking new and better ways of achieving progress.

**Critical Thinking** | A reflective process of evaluating information and sources, drawing conclusions, deriving significance, comparing and contrasting, and developing positions based on supporting evidence.

**Communication** | Fostering an atmosphere of trust where every voice is encouraged and valued, and where information is provided in a timely, clear and consistent manner.

**Connectedness** | Collaboration and integration of every part of the school community in a way that fosters harmony and understanding. Partnering with parents in the educational, social and spiritual development of their children.

**Social Responsibility** | Serving the needy and seeking social justice locally, nationally and globally.

## **EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR'S)**

In accordance with our ACSI and WASC accreditations, Valley Christian Schools have implemented an annual emphasis on the following ESLR's:

**Think Critically and Solve Problems** | Students will intentionally apply thinking strategies to observation, experience, and communication; and will apply creative and decision making skills to current situations to arrive at more desirable outcomes and solutions.

**Communicate Effectively** | Students will skillfully convey meaning with logic, precision, and originality, in a variety of genre, showing a proficient awareness of their audience and their purpose, and apply technological strategies for the successful communication of their thoughts.

**Learn Independently** | Drawing from previous experience, knowledge and a set of personal skills, students will identify individual academic goals and pursue intellectual challenge through the application of problem solving strategies.

**Apply Biblical Principles and Christian Worldview** | Using the Bible as an authoritative reference, students will integrate its truths and principles into their lives and pursue a greater understanding of the life and teachings of Jesus Christ for personal growth and development of their faith.

**Leadership** | Students will facilitate leadership in word and action that inspires others, builds unity and commitment to further Christian values, to promote the common good and accomplish community goals.

## **SCHOOL BOARD**

Valley Christian Schools are under the authority of the School Board and ultimately the Board of Deacons of Valley Christian Center.

## **ADMISSION AND REGISTRATION**

### **GENERAL ADMISSIONS POLICY**

Admissions may be based upon, but not limited to, the mental, spiritual, physical and academic capabilities of the students as determined by interviews, entrance tests, current transcripts, recommendations and any available standardized testing results. Proof of physical examination and immunizations and the family's agreement to support Valley Christian Schools' Mission Statement and educational philosophy as appropriate to the grade level are also required. The student enrollment will be limited to the amount of adequate, available facilities.

Admission to Valley Christian Schools is considered to be a privilege, and is contingent upon the following admissions procedures and requirements. The Administration reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or who is unable to achieve the school's level of academic standards.

Application materials may be received by calling (925) 560-6270 or by coming to the school office in person. Applications can also be downloaded from our website, [www.valleychristianschools.org](http://www.valleychristianschools.org). Application forms should be filled out in their entirety and returned to the office with the application fee. Applications cannot be processed until the application fee is paid.

### **PARENTAL SUPPORT AND COOPERATION**

It is the policy and expectation of Valley Christian Schools to require parents, family members and guardians having students enrolled in any of the Valley Christian Schools to behave, communicate and relate to others in a fashion and attitude that demonstrates personal maturity and Christian principles of grace, love, patience, kindness, gentleness and self-control – both in word and deed.

It shall be the responsibility of parents, family members and guardians to exhibit, practice, display and demonstrate those behavior qualities at **all times** while on Valley Christian School property, but also when serving or traveling as chaperones, participants, or drivers on school

sponsored trips, volunteering for any school sponsored function or activity, AND during **ALL** sporting events, whether that be at-home on VCS property or during away games.

Profane, degrading, obscene, threatening or harassing language and/or behavior will not be tolerated on school property or during any school sponsored functions. Any physical incidents such as fighting, wrestling, grabbing, punching, assault, battery, or a credible-threat thereof may be reported to the local police jurisdiction in which the behavior has taken place.

VCC Administration does not want to impose undue restrictions on behavior as long as it is within the stated boundaries. However, if parental behavior falls outside these boundaries, the following actions are intended to protect our students and other parents and staff that participate in athletic activities.

Actual violations of this Parental Behavior and Communication policy that have been substantiated may result in sanctions or limits on future parental involvement in school functions, the banning of a student from VCS activities or sports, removal or expulsion of the student from VCS, up to and including Administrative cooperation in the legal prosecution of the offending party as justified by the alleged offense.

For the safety of our students, parent names, as well as the names of all volunteers, will be checked against the Megan's Law database for sex offenders.

## **ADMISSION TESTING**

All incoming Valley Christian School student applicants will be administered an academic assessment prior to acceptance. Completed applications, fees, and related documentation are submitted prior to the admissions testing. The testing is an aid in determining eligibility of enrollment and grade placement.

## **DISCRIMINATION POLICY**

Valley Christian Schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, and athletic and other school administered programs.

## **REGULAR WORSHIP ENCOURAGED**

The admissions process shall include encouragement to both the students and their parents to regularly attend worship services at a congregation of their choice.

## **ADMISSIONS AFTER THE START OF SCHOOL**

If space is available, careful consideration will be given to interested candidates who would like to enroll after the start of the school year. Qualified candidates must be in good standing at their current school. Candidates must demonstrate both an academic ability to enter classes during the school term and a discipline record acceptable to the admissions committee.

## **ELEMENTARY SCHOOL ADMISSIONS AND REGISTRATION POLICIES**

Students applying to Valley Christian Elementary School for kindergarten and first grade will be given a developmental test that will determine their eligibility for our program. This evaluation gives us an indication of the maturational development of each child for proper placement into kindergarten or first grade. Students entering kindergarten must be at least five years old on or before September 1<sup>st</sup>. A certified copy of the student's birth certificate must accompany all kindergarten applications.

Students applying to Valley Christian Elementary School for second through fifth grades will be tested for math and reading capabilities to determine their eligibility for admission and to ensure proper placement. An applicant, who tests at more than one grade below VCES class average for their particular grade will not be admitted unless there are extenuating circumstances as determined by the Administrator.

At the time of entrance testing, all new first through fifth grade applicants must submit a Valley Christian Elementary School Confidential Educator form from a current teacher, a copy of all elementary school report cards and scores from their most recent standardized testing. If the applicant has been evaluated by either public school personnel or a private clinician, a copy of the most recent psychological/educational assessment must be submitted as well. Please note that previous disciplinary actions may render an applicant ineligible.

An interview may be required for parents seeking to enroll their child for the first time.

After a complete review by the admissions committee of all information submitted, notification will be given as soon as possible concerning the action taken upon the application. Class openings will be filled on a first come, first served basis by those who complete registration and who qualify for admittance.

### **RE-ENROLLMENT (RETURNING STUDENTS)**

Re-enrollment takes place from mid-January to mid-February. Specific dates are determined on a year-by-year basis.

Students who were enrolled in Valley Christian Elementary School during the previous academic school year and remain in good standing will be given the opportunity to re-enroll for the following year. If these students fail to submit their reenrollment materials and fees by the due date they will be entered into the open enrollment pool of applicants.

Eligibility for re-enrollment is contingent upon satisfactory academic and behavioral progress of the student during the current school year. Families must also be in good standing with VCS by being up-to-date regarding all financial obligations to the School.

### **NEW STUDENT PROBATION**

All students new to Valley Christian Elementary School will begin on probation. This probation covers the areas of academics, behavior, and attendance, and will last for one semester. During this time the student must maintain a GPA above 2.0 for all the grading periods. If a student's grades are consistently below the minimum standards they will be asked to leave the school. The

new student's behavior and attendance must also meet acceptable standards as determined by the administration.

## **IMMUNIZATION AND MEDICAL REQUIREMENTS**

Children must meet health requirements of the California State Health Department and the Alameda County Health Department. Children will not be admitted without proper immunization. California state regulations require that children entering school be **up-to-date on all immunizations** and that the immunizations be verified by a record from a doctor or clinic. Each child entering our school must have a complete physical within one year prior to starting school. Proof must be submitted before school begins.

## **TUITION – FACTS PROGRAM**

### **TUITION AND FEES (NEW & RETURNING STUDENTS)**

The Application Fee is required for all first time applicants to the school. This fee helps cover the cost of testing and processing of the application.

The Enrollment Fee is charged for each student (new and returning) every year and reserves a space for your child. All enrollment fees are due at the time of enrollment.

The Application and Enrollment Fees are non-refundable.

All parents or guardians are required to sign up for the FACTS Tuition Management Program as part of the enrollment process. Details of this program are outlined in the VCS Financial Policies. A copy of current fees and tuition can be obtained in the school office or by visiting our website.

A missed payment fee of \$25 will be charged by FACTS for each missed EFT payment attempt. VCS Business Office will address delinquent accounts in the following manner:

30 Days – phone call from the Business Office requesting payment, with letter to follow specifying that account must be brought current by 60 days, or the student(s) will be suspended.

60 Days – Student(s) will be suspended until the account is brought current.

90 Days – the account may be put into collections.

VCS reserves the right to refuse continued enrollment to any student whose tuition account is delinquent.

The School Board reserves the right to change fees and policies.

Accounts will be charged a \$25 service fee for all returned checks. After 2 returned checks subsequent payments must be made by cash, cashier's check, or certified funds.

Student enrollment is not complete without submission of the Enrollment Contract, non-refundable enrollment fee, and FACTS tuition payment schedule.

Families who choose to cancel Enrollment Contracts before June 5 must deliver written notice of such cancellation to the School's Office of Admission, and will receive a refund of any tuition payments made in excess of the enrollment deposit. The enrollment deposit is always non-refundable and non-transferable, irrespective of the date of cancellation. Such deposit is the fee for enrollment administration, and is not a provision for liquidated damages.

In the event that the first tuition payment (less any approved tuition assistance) has not been received by the School by June 5, the Enrollment Contract is cancelled and the student will be removed from the School's enrollment on June 6. The School may choose to fill the vacancy caused by the removal of the student at that time.

Families who choose to cancel Enrollment Contracts between June 6 and prior to the first day of school must deliver written notice of such cancellation to the School's Office of Admission and are responsible for the first three months' (i.e. June, July and August) tuition payments and will receive no refund of any tuition payments made or the enrollment deposit. These fees are non-refundable and non-transferable, irrespective of the date of cancellation.

### **MISCELLANEOUS FEES AND CHARGES**

Separate fees are charged for SGI classes, Extended Care (Elementary School), athletics, after school programs, and other miscellaneous school activities such as field trips. Such fees are in addition to those set forth in the tuition schedule. Extended Care fees will be billed separately through FACTS by the VCC accounting office.

### **TUITION ASSISTANCE**

Families wishing to apply for tuition assistance through VCS' Tuition Assistance Program must apply through FACTS by the given deadline. The specific date is determined on a year-by-year basis. Tuition assistance is awarded to students on an as-needed basis. Families who apply after the deadline will be considered for tuition assistance based upon the availability of funds. Families must apply for VCS' Tuition Assistance Program annually.

### **TUITION FOR STUDENTS ADMITTED AFTER START OF THE SCHOOL YEAR**

A worksheet will calculate the total due for the rest of the school year. The parent will be given a FACTS Enrollment Agreement. The final payment can be no later than April 5.

### **TUITION INCENTIVE PROGRAM**

Enrolled VCS families who refer new families to our school are eligible for a \$500 incentive per referred family.

The family that refers:

- May also choose to donate their incentive to our Tuition Assistance Program to aid VCS families in need of tuition assistance.
- Must complete and return the Tuition Incentive Program Form (available in the school office).

The newly referred student:

- Must be accepted and enrolled at VCS for one full school year.
- Must complete all tuition payments in order for the referring family to receive their tuition incentive. Accounts will be credited on September 5.

## **WITHDRAWALS AFTER THE START OF SCHOOL**

Families obligation to pay the tuition, fees, and charges for the entire semester for any student whose enrollment covers any portion of the semester is unconditional and no portion of fees paid or outstanding will be refunded in the event of absence, withdrawal, or dismissal of the student from Valley Christian Schools, except to the extent that payments received by the School exceed the required payments described above. The school Principal should be notified at least ten days in advance of the final date of the student's attendance.

## **RE-ADMISSION**

A student who has withdrawn by request of the school administration may apply for re-admission after a waiting period of no less than one full academic year following the date of the expulsion or withdrawal. Evidence of satisfactory adjustment must be presented. The school administration has absolute discretion regarding all matters relating to readmission.

## **CHRISTIAN TRAINING**

### **BIBLE STUDY**

In each grade a period of each day is set aside for specific Bible instruction. The study of the Scripture is suited to the children's particular needs, interests, and abilities. It is conducted by the teacher in each classroom. Valley Christian Elementary School teaches those truths, which are central to the Christian tradition. Each child is encouraged to internalize his/her Christian faith with understanding and personal acceptance of Jesus Christ as his/her Savior and Lord. Each child learns how to use the Bible and is introduced to the entire spectrum of Biblical truth through a graded program.

### **SCRIPTURE MEMORIZATION**

Memorization of Scripture is a good mental discipline and is important in guiding positive Christian thoughts and actions. Some children at the age of five have been known to have memorized vast portions of Scripture. A child's ability to memorize and develop great mental facility is often underestimated. With this in mind, Scripture memorization is encouraged throughout the year.

### **PRAYER**

The child is led in the practice of prayer each day, as the school day begins, before lunch, in special need or in time of trouble. He/she learns to pray privately, as well as with a group, and to share his/her needs with others as they share their requests with him/her.

## **CHRISTIAN EXAMPLE AND LEADERSHIP**

Our teachers are well grounded in the Bible and mature Christian living. They come to their profession with a sincere desire to serve the Lord through their teaching and to encourage a consistent Christian atmosphere in the many details of the classroom activities.

## **CHAPEL**

Chapel is held once a week. Teachers, students, the principal, pastors from the various local churches, and invited guests lead the children in the worship times. Parents are welcome to visit during chapel programs. Call our office for a current chapel schedule.

## **ACADEMICS**

Classes begin at 8:15 for first through fifth grades, and at 8:30 for kindergarten.

## **STANDARD COURSE OF STUDY**

The aim of Valley Christian Elementary School is to present the educational process in a manner that meets the academic, social, physical, emotional and spiritual needs of the individual child in a way that brings honor and glory to God. Our goal is that when a child leaves our facility, he or she will have the head knowledge and the heart skills to become a valuable member of society.

## **TEXTBOOKS**

Our textbooks are the standard texts used in California schools. We are not limited, however, to the same books as those used in public schools, and freely choose from among many quality publications those texts which present the material most interestingly and effectively.

It is the intent of Valley Christian Elementary School to offer quality reading material to its families at book club prices (Scholastic, Weekly Reader, Arrow, etc.). However, these book clubs are secular, and some titles may appear on book order forms that may not reflect the Christian lifestyle or a Christian school philosophy. Parents are encouraged to look over each title and synopsis carefully before selecting books for your children.

## **READING AND PHONICS**

Reading and phonics are considered the most important basic subjects and therefore receive prime time in kindergarten – 3<sup>rd</sup> grade. Students not working at grade level are referred to our special reading teacher(s) for help.

## **MATH AND SCIENCE**

Math and science are taught on all grade levels with the emphasis on basic arithmetic skills and science based on a Christian worldview. These subjects are taught using a hands-on approach.

## **ENGLISH, LANGUAGE, AND SPELLING**

These subjects are taught with the major practical goal of correct functional usage, both written and oral. A secondary goal of language arts instruction is to guide students in the creative use of written and oral expression.

## **HISTORY AND CURRENT SOCIAL STUDIES**

These classes underscore the significance of our American heritage and our responsibilities in understanding and preserving it. At the fourth grade level the students study California history and at fifth grade level American history.

## **ART**

Students in grades K-5 participate in art lessons throughout the school year. The students learn the 7 elements of art, which are Line, Value, Shape, Form, Space, Texture and Color. Through these elements the student will use a variety of different mediums that include paint, watercolor, oil pastels, clay, markers, colored pencils and crayons. The goal of the class is for every student to understand that they can succeed at art.

## **COMPUTER**

The Computer Lab uses Laptop Macs, Microsoft programs and various types of educational software. Each grade level does keyboards and is taught computer technology. The Lab is totally networked and the Internet is used for a number of classroom projects and research.

## **LIBRARY**

During the library class, students are taught the proper care and organization of library materials along with basic library skills. Students have the opportunity to check out library books, experience story times and participate in Scholastic, Christian and Used Book Fairs.

## **MUSIC**

All grade levels have weekly music classes in which the goal is to train students to praise and worship the Lord God Almighty. Students in every grade level participate in worship and/or performance.

Special music skills taught include melody, pitch, rhythm and notation. Appropriate vocal and instrumental skills are developed at each grade level. An appreciation of composers and various music styles is fostered as well as a view of music around the world.

## **PHYSICAL EDUCATION AND HEALTH**

All students receive Physical Education and Health instruction. Children in grades K-2 receive fundamental motor development skills while students in grades 3-5 develop skills that transfer to sport activities. In addition, all students will learn to build and maintain healthy nutritional habits.

## **SMALL GROUP INSTRUCTION 1/2 AND 3/4**

Small Group Instruction (SGI) classes provide a structured program emphasizing academic and developmental skills using a multi-sensory approach. There is an additional tuition fee for the SGI classes. These classes are self-contained classrooms and are designed for those students with diagnosed, learning differences. SGI classes are offered solely to students who have been formally evaluated by an outside educational testing facility and who are currently enrolled in VCES.

## **SPECIAL PROGRAMS – READING**

Students in need of additional help in reading are referred for remediation. Students in grades first through third who qualify for Reading Lab are assigned to a specific reading group, which meets during regular school hours.

## **CLASS SIZE**

Kindergarten through fifth grade classes are limited to twenty-four students.

## **REPORT CARDS, PROGRESS REPORTS, AND GRADING**

Report cards are issued every nine weeks throughout the school year. A mid-quarter progress report may be given so that parents can be made aware of their child's progress. Written reports should be signed and returned to class the day after issuance. All "D" and "F" work may be sent home to be signed by the parents and then returned to the classroom teacher. The second, third and fourth quarter report card will be mailed to the student's home.

## **POWER SCHOOL**

Power School is a web-based student information system that allows second through fifth grade students and their parents to check academic progress via the Internet. Parents gain immediate access to their children's grades and attendance, and students can track their own progress.

## **CORRECTIVE ACTION PLAN AND ACADEMIC CONTRACT**

The following procedure has been designed to assist students who fail to meet the Valley Christian Elementary minimum academic requirements.

### **CORRECTIVE ACTION PLAN (CAP)**

Students who earn a GPA below 2.00 during any grading period are placed on a CAP. The CAP will last for one quarter. The terms of the CAP include ineligibility for ALL extracurricular activities (i.e. HIS Kids, God Squad, Junior High Athletics, etc.) until the contract expires. Students placed on a CAP at the end of a school year (4<sup>th</sup> quarter) are ineligible during the entire first quarter of the following school year. This includes those students who attended fifth grade at VCES and are entering Valley Christian Junior High School.

## **ACADEMIC CONTRACT**

Students on a Corrective Action Plan who earn a GPA below 2.00 during the subsequent quarter's grading period are placed on an Academic Contract. Students who demonstrate a pattern of repeated academic failure may also be placed on an Academic Contract at the administration's discretion. The Academic Contract lasts for one semester (18 weeks). During this time the student is required to maintain a GPA at or above a 2.00. If the student fails to maintain these academic standards they may be required to leave the school at the conclusion of the semester.

Students may be on both a Corrective Action Plan and Academic Contract at the same time.

## **SUMMER SCHOOL REQUIREMENTS**

Any student in grade 5 who receives a 2<sup>nd</sup> semester F in English or Math shall be required to pass that subject or its equivalent in summer school in order to continue at Valley Christian. The student will be required to enroll in and successfully complete the course in an accredited program before classes resume in August. An official transcript must be submitted to the Academic Advisor two weeks prior to the first day of school.

## **STANDARDIZED TESTING PROGRAM**

Each year a Scholastic Achievement Test is given to help determine the effectiveness of our educational program and to enable both the administration and faculty to determine areas of individual student need. Parents are notified when test results become available at the end of the school year. Parents may make an appointment with the teacher to have the scores explained.

## **EXTENDED CARE**

Extended Care is available for parents from 7:00 a.m. until 6:00 p.m. Children are supervised during these periods at a designated location. All children arriving on campus before 7:30 a.m. and all who enter Extended Care after school will be billed automatically. If you are picking your child up before 3:10, he/she will be required to wait in carpool. At 3:15, children who remain will be escorted to Extended Care and at that time will be billed for the afternoon. Promptness in picking children up from school is greatly appreciated. A late fee of \$5.00 per minute after 6:00 p.m. is charged for each child not picked up on time. Children are not to be left unattended on campus.

The following will acquaint you with Extended Care's daily procedures:

- **Emergency cards are sent home on the first day of school. It is imperative that you return these ASAP, as this is the only point of contact that we have for your child in the event of an emergency.**
- **Extended Care Hours:**
  - 7:00 - 7:30 am
  - 2:30 - 6:00 pm (Kindergarten)
  - 2:45 - 6:00 pm (1st - 5th)
  - 11:30 - 6:00 most 1/2 days

- Children are sent directly to Extended Care from their classrooms unless they have been instructed to go to carpool. Carpool ends at **3:10 p.m.** at which time any children remaining will be checked into Extended Care. **Charges are accrued upon the child's arrival to Extended Care.**
- **Extended Care Fees:**
  - \$7.00 for a.m. Extended Care only
  - \$18.00 for p.m. Extended Care only
  - \$25.00 for a.m. and p.m. on the same day
- Extended Care closes promptly at **6:00 p.m.** Children who are left after this time will be charged **\$5.00 per minute per child.**
- On 1/2-days carpool ends at **12:00 p.m.** Any children remaining will be escorted to Extended Care. The Extended Care staff will attempt to contact parents to inform them of their child's whereabouts. **The 1/2 day fees for children who have not been pre-registered are \$5.00 per minute after 12:00 or \$30.00, whichever is less.**
- Extended Care charges will be billed to you through FACTS. FACTS will mail invoices on the 10<sup>th</sup> of the month for all the charges incurred in the previous month. You will have the option to send a check to FACTS or go online and pay electronically. A \$30.00 late fee will be charged on invoices not paid within 30 days of the invoice date. If you have a question regarding your bill you may contact the Extended Care Office at (925) 560-6276. **There is a \$10.00 processing fee for each month that is to be reviewed. If we have made an error, you will not be charged.**
- **A healthy afternoon snack is provided for the children each day.** After this snack is served, the children will be given the opportunity to purchase a treat from our snack closet. **The cost is fifty cents per item.** We limit all children to purchasing two items per day. No candy is sold. The money earned is used to purchase and replace toys for the Extended Care Program.
- When picking up your child, please go directly to the sign-out table located at the entrance to the Multi-use Room. **Until the Extended Care Staff is familiar with all of the parents, you will be asked to show your identification. (We ask your cooperation in this matter as we are looking out for your child's safety.)** After you have signed your child out, the supervisor on duty at the desk will call for him/her to be sent in from the playground. **For the safety of the children, please do not go directly to the playground.** This will eliminate concern regarding unauthorized persons being on the premises.
- **Your child will not be released to anyone who is not listed on the emergency card unless we have received a note instructing us to do so. No student may leave the elementary school premises, unless they are with an authorized person, who is 18 or over or are being driven home by a student of high school age.**
- **It is important that all of your child's belongings be labeled.** All items left in Extended Care are checked and returned to the student when possible. It is also important to check your child's uniform items often to make sure that they have not accidentally picked up an item belonging to another student. **If you do find something that does not belong to your child, please return it to the lost and found.**

Please feel free to call the Extended Care Director if you have any questions. (925) 560-6276 or e-mail at ltemple@dublinvcc.org.

## **HOMEWORK POLICY**

Valley Christian Elementary School encourages the development of student responsibility through independent studies. Instructors will assign homework as necessary for the reinforcement and application of principles taught in the classroom. Students can expect to be assigned homework up to five days a week, depending upon the grade level, according to the following guidelines:

Kindergarten	10 - 15 minutes
First - Second Grades	20 - 30 minutes
Third - Fourth Grades	30 - 40 minutes
Fifth Grade	40 - 60 minutes

Some students may require additional time, depending on their learning style and focusing ability.

### **LATE WORK – 4<sup>th</sup> AND 5<sup>th</sup> GRADE**

- Attendance in Study Hall is required for all students who have late assignments. It is the student's responsibility to attend Study Hall. Failure to report to Study Hall will result in a 10-minute detention.
- All assigned work must be turned in. Failure to turn in an assignment on the date due will result in the following:
- 4<sup>th</sup> and 5<sup>th</sup> Grades – Students will be given three days to turn in any late assignments. Any assignments not completed on or before the third day will result in a zero. Students must attend Study Hall daily until the assignment has been completed or until a zero is given.

## **STAFF**

All teachers at Valley Christian Elementary School have been chosen for their outstanding ability to teach. Each is a committed Christian who has dedicated his/her life to the Christian nurture and education of children. Faculty members possess a teaching credential and also meet the general standards of Christian character and conduct required by the school. VCES teachers are highly qualified to teach in their field and are a major reason for Valley Christian Elementary School's outstanding reputation.

## **STANDARDS OF CONDUCT**

Because we believe that each child is a unique creation, intensely loved by God, it is important to every member of the faculty and staff of Valley Christian Elementary School that the child feel loved and respected during his/her school experience. Therefore students are expected to act and speak in ways that will bring out the best in themselves and others at all times.

It is the student's responsibility to:

1. Act in an obedient and respectful manner toward all persons in positions of authority, i.e. teachers, Extended Care supervisors, aides, etc.
2. Treat fellow students with the same respect, as he/she would like to be treated. Consideration and concern for others is a basic part of a positive Christian lifestyle.
3. Respect and not misuse or abuse the property of others, including the property of students, faculty, or the school.
4. At all times practice honesty, fair play, and sportsmanlike conduct.
5. At all times act in a respectful manner in chapel.
6. Refrain from the possession, use, and/or sale of drugs, alcohol, tobacco, and weapons.
7. Refrain from chewing gum in the classroom, gymnasium or on the school grounds.
8. Refrain from eating in the classroom except at times designated by the teacher.
9. Refrain from inappropriate displays of affection in the classroom, gymnasium or on the school grounds.
10. Refrain from the use of profanity.
11. Refrain from fighting, hitting, slapping, play fighting, or the use of any object as a weapon.
12. Refrain from bringing morally objectionable literature or music to school.
13. Arrive at school and class on time, prepared to work.
14. Encourage fellow students to comply with the above rules.
15. Report serious violations of the standards of conduct by fellow students to the principal, teacher, or other faculty member.

## **DISCIPLINE**

THE PRINCIPAL AND VICE PRINCIPAL HAVE ABSOLUTE DISCRETION IN REGARD TO MATTERS OF DISCIPLINE.

### **KINDERGARTEN DISCIPLINE POLICY**

#### **BASIC RULES:**

1. One person should speak at a time. This means that children should raise their hands when desiring to speak.
2. We will be kind to others, both physically and verbally. (We will be reinforcing the school's hands-off policy.)
3. We should obey the teachers ALWAYS.

#### **CONSEQUENCES:**

1. Name on board – warning.
2. Check after name = 5 minutes time-out at recess.
3. Two checks after name = 10 minutes time-out at recess.

**ADDITIONAL INFRACTIONS OF RULES** = Visit to the principal

Inappropriate behavior will result in a 5 to 10 minute time-out at the teacher's discretion.

AUTOMATIC TRIPS TO THE PRINCIPAL:

- Stealing
- Fighting
- Lying
- Swearing
- Cheating
- Disrespect or defiance of teacher or school personnel
- Inappropriate material or objects on campus
- Being in an unsupervised area
- Abuse of school property

**FIRST GRADE DISCIPLINE POLICY**

DISCIPLINE

A school policy concerning discipline has been adopted for VCE. First grade will follow that policy, but will add an extra step, giving the child an extra warning. The following steps will be taken should an infraction of classroom rules occur:

1. First offense - Name on board = warning
2. Second offense - Underline name = 2nd warning
3. Third offense - Check mark = 10-minute detention
4. Fourth offense - 2nd check = 20-minute detention
5. Fifth offense - 3rd check = to the office

AUTOMATIC TRIPS TO PRINCIPAL:

- Lying
- Stealing
- Fighting
- Swearing
- Cheating
- Abuse of school property
- Disrespect or defiance of teacher or school personnel
- Having inappropriate material or objects on campus
- Being in an unsupervised area

These steps will be in effect the entire first semester. The second semester (end of January), step 2 (underline the name) will be eliminated. A second offense will then constitute a 10-minute detention.

**SECOND THROUGH FIFTH GRADE DISCIPLINE POLICY**

The following is a list of classroom/campus discipline procedures that have been established for grades two through five. If you have any questions, please feel free to call the principal at (925) 560-6270.

CLASSROOM DISCIPLINE PROCEDURES

- First Offense                      Name on the board
- Second Offense                  Check after the name. This earns a 10-minute detention during school.

<u>Third Offense</u>	Second check after the name. This earns a 20-minute detention during school.
<u>Fourth Offense</u>	A trip to the office. This earns a one-hour after school detention.

Three (3) after school detentions in a quarter earn a one-hour after school detention.

Three (3) one-hour after school detentions in a quarter earn a suspension.

Three (3) suspensions in a school year could result in expulsion.

**SOME BEHAVIORS THAT CONSTITUTE AN OFFENSE**

1. Talking without permission in class
2. Being out of one's seat without permission
3. Not observing hands-off
4. Not being prepared for class
5. Dress or uniform code violation
6. Disruptive behavior
7. Chewing gum or eating in class
8. Violation of playground rules
9. Use of electronic devices

**AUTOMATIC OFFICE VISIT**

1. Disrespect or defiance of teacher or school personnel
2. Stealing
3. Fighting
4. Lying
5. Swearing
6. Having inappropriate material or objects on campus
7. Cheating
8. Being in an unsupervised area
9. Abuse of school property

**CAMPUS DISCIPLINE PROCEDURES**

**1. One-Hour After School Detentions**

Any student who has earned a one-hour detention is expected to serve the detention on the Wednesday nearest the day issued. Only emergencies will be acceptable in changing the date of the detention. In the case of a Wednesday holiday or half-day the detention may be assigned to Tuesday.

**2. In-School Suspension**

An accumulation of three one-hour after-school detentions in one quarter, or a more serious violation, will earn the student an in-school suspension. An in-school suspension is a period of one day during which the student will be assigned to work, separated from the class at school, on his/her studies under the supervision of a staff person. The parent will be notified of the in-school suspension prior to its occurrence. Three in-school suspensions could result in the student being expelled from the school.

**3. At-Home Suspension**

Disciplinary suspension can be used by the administration prior to consideration for the student's dismissal from the school. During the period of suspension, the student will be responsible for all the assignments, homework, or other work assigned or required by each of his/her teachers. Any assignments, homework, or other work assigned to the student, which falls due during the suspension period will be immediately due if the student returns to his/her classes. Work due will be graded and any missed quizzes or tests will be given upon the students return to school. Any incomplete work will result in a zero.

**a. False Fire Alarms**

Pulling a fire alarm without just cause not only violates city municipal code, but it potentially jeopardizes the safety of both our students and our staff, and disrupts the

educational process. Any student found to have pulled a fire alarm without just cause will be dealt with as follows:

1. The Dublin Police Department will be notified
2. The student will incur a three day suspension
3. Expulsion will be recommended

b. **False 911 Calls**

Calling 911 without just cause not only violates state law, but it potentially jeopardizes the safety of both our students and our staff, and disrupts the educational process. Any student found to have called 911 without just cause will be dealt with as follows:

1. The Dublin Police Department will be notified
2. The student will incur a three day suspension
3. Expulsion will be recommended

4. **Disciplinary Disqualification (Expulsion)**

The following are examples of, but not limited to, actions justifying suspension or disqualification (expulsion):

1. Continued willful disobedience
2. Habitual profanity or vulgarity
3. Open persistent defiance or disobedience
4. Three (3) behavioral suspensions within the school year
5. Possession or showing others obscene literature
6. Deliberate abuse of school or another's property including web-based material
7. Gambling
8. Stealing
9. Fighting
10. Cheating
11. Possession, use, or sale of illegal drugs, alcoholic beverages, tobacco products, controlled substances, weapons, firearms, knives, or any other form of weapon
12. Physical or verbal assault and/or battery against any person or persons on campus
13. Creation, maintenance, or participation in any web site that contains material derogatory to Valley Christian Center, Valley Christian Schools, or to any of its staff, students or parents
14. Harassment (including sexual harassment), threats (verbal or physical) to or about any staff member, student or parent
15. Initiating or participating in the initiation of false fire alarm or 911 call
16. Such other behavior that in the opinion of the Administration warrants removal of the student in order to protect other persons and property at Valley Christian Center and/or Valley Christian Schools

5. **Termination of Expulsion Appeal**

When a student has been terminated or expelled from attending Valley Christian Schools, and the parent(s) or guardian(s) have been notified both verbally and in writing by the principal, the parent(s) or guardian(s) may appeal the decision of the termination or expulsion to the Superintendent. The Superintendent may at his/her discretion reinstate the student,

uphold the termination or expulsion, or refer the appeal to the VCC School Board for further review.

In the event that the Superintendent upholds the termination or expulsion, the parent(s) or guardian(s) may appeal to the VCC School Board. Any appeal to the VCC School Board must be in writing and submitted to the School Board Chairperson within 30 days of the effective date of the termination or expulsion.

Should the parent(s) or guardian(s) submit a written appeal to the VCC School Board, the Chairperson of the VCC School Board may elect to hear directly from the student and/or the parent(s) or guardian(s) for the purpose of clarification of the appeal. The VCC School Board will take into consideration statements from the Administration, Teachers, Staff Members, Parents, Students and/or any other person that it deems relevant in order to make a definitive decision. The statements, at the discretion of the School Board, may be either in writing or in person.

The decision of the VCC School Board will be final and no other appeal will be considered.

Any questions regarding these policies or date changes can be directed to the principal or vice-principal at (925) 560-6270.

## **MISCELLANEOUS INFORMATION**

### **PARENT ORIENTATION**

Parent Orientation is held at the beginning of each year during Back to School Night. Parents are encouraged to meet the classroom teacher and be introduced to the policies and procedures of the classroom.

### **FIELD TRIPS**

In connection with regular classroom studies, field trips may be scheduled throughout the year. Every child must wear a seatbelt when transported on a field trip in a private car. All convertible automobiles must be driven with the top up. Siblings may not attend field trips.

Drivers should check in with the school office to obtain a badge to be worn on the field trip prior to reporting to the classroom.

Drivers transporting students on any school activity must be at least 25 years of age and have proof of insurance. A copy of the current proof of insurance (the form the state requires to be carried in your car) and your driver's license must be on file in the school office. It must show policy effective and expiration date.

All volunteers, whether driving on a field trip or working in the classroom, are required to have a yearly background check done through the Megan's Law Website. This process is handled directly through the school office.

To insure the fullest measure of safety for our students, parents who volunteer to drive on field trips should check their vehicles for signs of wear in the following areas: tires, brakes, lights, and general maintenance.

### **BUS RULES** (Field and Sports Trips)

Bus rules are established to assure the safety of all passengers. The following is expected of all students who ride the bus:

1. Understand that the bus driver has full authority on the bus
2. Sit facing the front of the bus at all times so that a sudden stop would not cause injury
3. Leave your seat only when getting on or off the bus
4. Avoid shouting and other noisy behavior, which might prevent the driver from hearing warning signals from other vehicles
5. Avoid behavior that might cause tempers to flare (teasing, grabbing, hitting, etc.)
6. Please do not bring food or drinks on the bus

Students who do not observe the above rules will be warned by the driver. If the offense is repeated, the student will be referred to the principal for appropriate action.

### **OPEN HOUSE**

Open House is held in the spring. Parents and friends are invited to visit the classrooms where the work of the children is on display.

### **BOOKS AND SUPPLIES**

The school provides necessary texts and workbooks. Please refer to the student supply list for materials, which must be provided by the student.

### **BIBLES**

Bibles are required for every student, second through fifth grade. Each child must furnish his/her own Bible. The version required for school use is the New International Version. Bibles may be purchased in the school office.

### **DAMAGE TO SCHOOL PROPERTY**

Any damage to or loss of school property (books, windows, etc.) caused by neglect, vandalism or inadvertent conduct (i.e., broken windows) on the part of a student will be charged to the student's account. Parents will be responsible for paying for the repair and/or replacement of the damaged property.

### **ATTENDANCE**

A student is considered absent if he/she misses more than one half of the school day (three hours). Whenever possible, each student should be kept in school. If a student is ill, however, it is

expected that he/she will be kept at home. Please do not allow your child to come to school with a temperature.

When a student is absent, a parent should phone the school the first day of the absence giving the reason. Requests for work/homework missed during the absence should be made by a phone call to the office during the morning on the day it is needed or via email to [vcas@dublinvcc.org](mailto:vcas@dublinvcc.org). Homework will be available after 2:30 until 6 p.m. in the school foyer. The student will be granted the number of days equal to the number of days absent to make up the work.

If a student is absent for more than five consecutive days due to illness, it will be necessary for him/her to bring a note from his/her doctor when he/she returns, or ask the doctor to fax the school office indicating his/her approval for the student to return. A student will not be re-admitted without a doctor's note indicating the child is in adequate health to re-enter school. The exception would be normal childhood diseases such as measles, chicken pox, mumps, etc. Please allow your child to be fever-free for 24 hours prior to his/her return to school.

Requests for work missed during preplanned extended absences must be made at least one week prior to the planned date(s) of absence, and will be given to the student on his/her last day in attendance. The work given will come directly from the texts but will not include teacher directed or supplemental work/instruction. It will approximate as closely as possible what the class will be doing during that period of absence. As classroom instruction will be missed, it is the parents' responsibility to be sure the student understands the work given. All work must be finished and turned in on the first day back to school following the absence. Any work not completed will then be treated as a late assignment. (See Late Work – 4<sup>th</sup>-5<sup>th</sup> Grade, pg. 15)

## **TARDINESS**

All first through fifth grade students should be in their classrooms and ready to begin their day at 8:15 a.m. Kindergartners begin at 8:30 a.m. Having your children to school on time provides them with the opportunity to get organized, turn in homework, and gives them an overall better start to the day. Tardies are issued by the classroom teacher. However, students late due to a doctor's appointment should still stop by the office for an excused late slip.

Any student late for any reason other than medical or dental appointments (doctor's verification required), will be given an unexcused tardy. Students are allowed six (6) unexcused tardies in any nine (9) week grading period before being assigned a detention. Upon receiving the 7<sup>th</sup> tardy within the grading period, the student will be assigned a one-hour detention to be served after school. This allows for alarm clocks, traffic problems, flat tires, etc. at least six times in a grading period. This will cover all but habitual tardy problems.

## **MEDICATION**

We frequently receive requests from parents to administer medication. There are certain requirements specifically mandated by the State of California that must be met before we are permitted to assist. A statement listing these requirements can be obtained from the school office. If your child is going to require medication to be administered at school, either on a short-term or long-term basis, please request and read a copy of the medication information sheet. All medical treatments must be stored in the school office, administered in the office, and supervised by a member of the office staff.

If you want your child to stay inside during lunch, recesses, or before and after school, he/she must have a note stating the reason. Be sure you are specific as to the number of days your child should be kept in. A note is necessary in order to be excused from P.E. This note is good for one specific time only.

## **APPOINTMENTS**

Students are allowed to be picked up from school for medical, dental, or emergency appointments. Parents or guardians picking up students for appointments must sign the child out through the office. The office staff will call your child from the classroom. Valley Christian Elementary School recommends that appointments be made in the afternoon if possible.

Parents wishing to speak with a teacher should ask the office staff to help make the necessary appointment with the teacher.

## **ARRIVALS AND DEPARTURES**

Children who arrive between 7:00 am – 7:30 am or who are not picked up by 3:10 pm will automatically be signed into Extended Care and parents will be charged accordingly. Children should arrive no more than fifteen minutes before school and should be picked up within fifteen minutes after they are dismissed.

A permission note from a parent or guardian must be on file in the school office for any student that walks or rides their bike home from school.

## **PARENTS**

Each family is requested to volunteer at least six (6) hours of service to the school each year. This service can be in any area, i.e. - classroom, class parties, field trips, maintenance, reading program, etc. In addition, each family is asked to commit to a minimum of 6 hours of volunteer service toward PTF programs.

Parents are requested to refrain from casual entry into a classroom during regular school hours. Please bring a lunch, a forgotten book, or pick up a child, etc., into the office area. This helps us control the adult traffic on the campus and maintain the safety of our students. We welcome parental interest and are happy to provide opportunity for classroom visitation. Visitors and volunteers are asked to sign in at the school office and obtain a badge when entering the school building.

When, for any reason, you need to take your child out of school other than at the regular end of the day, notify the teacher by a note as soon as school opens that day.

## **COMMUNICATION POLICY - School-Wide Policies and Procedures**

These areas include critical questions regarding the establishment, implementation, and interpretation of school policy; and actions of staff members and students. Concerns falling within the following areas must be expressed to the school administration only. These concerns include:

Policies and procedures of the school, any criticism or praise thereof. Example: discipline policy, admission or dismissal policy, curriculum development or implementation, goals, tuition or registration procedures, dress code, etc.

Policies and procedures of an individual class. Example: recess procedures, lunch policies, instituted rules for a specific class.

Praises or concerns of any nature regarding staff members. This is interpreted to mean any problems about dress, behavior, handling of individual behavioral incidents, etc.

Concerns regarding any child other than your own.

## **PLEASE READ ALL SCHOOL NOTICES.**

They are important and contain information that you should know. It is one of the best ways for us to keep in touch with you and your family.

## **PERSONAL BELONGINGS**

PLEASE label your child's sweaters and coats with his/her first and last name. Students are responsible for their personal property and school property assigned to them. Whenever items are found by students they should be turned in promptly to school personnel. They may be claimed by the owner before and after school. Ultimately, all unclaimed items will be given to a service agency for distribution to the needy at the end of each quarter.

Items such as radios, video games, DVD players, iPods, CD players, certain magazines, knives, toy guns, walkie-talkies, magic or trading cards, or any toy action figures that depict violence, etc. (except for appropriate show-and-tell items) are not permitted at school. Personal items may be brought to school if permission is obtained from the teacher specifying it for classroom use only.

Lunch boxes, backpacks, binders or any other items brought to school should not have any references to drugs, alcohol, profanity, tobacco, rock groups, action figures that depict violence, or suggestive statements or pictures.

## **ELECTRONIC DEVICES**

Cell phone or music and game devices may not be used during the school day or at Extended Care. All electronic devices must be turned off and secured in backpacks. Electronic devices may not be on a student's person at any time.

If a teacher or staff member sees one of these devices during the school day or Extended Care he/she will confiscate it and turn it in to the office. The following disciplinary action will be taken:

**1<sup>st</sup> Offense:** device is kept in the office for the remainder of the school day; parent will be contacted; and device is only released to a parent or guardian.

**2<sup>nd</sup> Offense:** student receives a detention; parent will be contacted; and device is only released to a parent or guardian.

## CARPOOL GUIDELINES

Students are to be dropped off and picked up in the carpool loop only unless directed otherwise by the carpool staff. Students are not to be dropped off in the parking lot unescorted. Children are to be picked up by 3:10 in afternoon carpool.

It is important to display the child's last name and teacher's name for each child you are picking up as you round the upper corner of the loop. Teachers and carpool staff can quickly locate each child and have them ready to load for you.

The yellow lined area along the sidewalk in the pick-up area is for pedestrians. Please keep this area clear of vehicles at all times.

If you want to park and walk up to meet your child please do not park in the first parking bay where the carpool line forms for grades 1-5 or in the Valley Christian Preschool parking lot. Please wait outside the front doors of the school building for your child to exit. Uncongested halls are necessary for other programs of the school to run smoothly and safely.

If you park in the upper parking lot, you must remove your vehicle by 2:30 p.m. or wait until carpool is over. Please be cautious of students and parents who are walking in the parking lot.

**KINDERGARTEN** - Kindergarten students are dismissed at 2:30. The **second parking bay** is specifically designated for parents of kindergarten students **only**. This carpool loop expedites the carpool process and operates until 2:45. If you have students in other grades to pick-up, you must come through the first parking bay.

**FIRST - FIFTH GRADERS** are dismissed at 2:45. Carpool cannot begin until all classes are brought down to the pick-up area at the bottom of the stairs, approximately 2:50. Carpool ends at 3:10 and remaining students will be taken to Extended Care.

1. Proceed through the specified carpool lane in front of the elementary school. Kindergarten carpool will line up in Bay 2 until 2:20. At 2:20 we will release the cars to fill the carpool loop. Starting at 2:30 Bay 1 and Bay 2 will be used for all grade levels. A staff member will be down at the Bay 1 intersection to guide traffic into Bay 2. At 2:30 we will fill the carpool loop by alternating between Bay 1 and Bay 2. Please do not cut into line from another direction or enter Bay 2 without being instructed by a staff member.
2. Park in designated parking lot bays and meet your child in the carpool area.
3. Meet your child at the elementary school entrance and escort them to your vehicle.
4. No person under the age of 18 is allowed to walk an elementary school student off the elementary school campus. Student drivers under the age of 18 may pickup an elementary student in the carpool loop only.

Students, whose siblings attend VCJR/SR High, are not permitted to leave the elementary campus without adult accompaniment.

Elementary students are not permitted to meet their carpool in front of the Junior High building or VCC Sanctuary.

Your cooperation in these safety measures will be appreciated. We want things to operate smoothly and safely. PLEASE DRIVE WITH UTMOST CAUTION IN THE SCHOOL AREA!

## **DRESS CODE AND UNIFORM INFORMATION**

### **Daily Uniforms:**

A uniform is required for grades kindergarten through fifth to be worn five days a week and on all field trips unless otherwise specified. A wide variety of daily uniform options are available for purchase through our uniform provider, Mills. **All uniform pieces, except jeans, must be purchased from Mills.** A complete listing is available at the uniform store or in the school office.

The coordinates listed below are daily options that may be worn on days other than chapel day.

<b><u>Girls</u></b>	<b><u>Boys</u></b>
Front Zip Jumper – Navy or Plaid	Twill Pleated Pants – Navy or Khaki
Twill Skort – Navy or Khaki	Twill Walking Shorts – Navy or Khaki
Plaid Skort	Traditional Five Pocket Blue Jeans
Box Pleat Skirt – Navy	Short Sleeve Polo with Logo—Red, White, Navy
Culottes	Cotton Turtleneck – Red, White, Navy
Flat Front Twill Pants – Navy or Khaki	Long Sleeve Logo Polo – Red, White, Navy
Flat Front Shorts – Navy or Khaki	T-Shirt with Logo – Red, White, Navy
Two-in-One Skort	Red V-neck Sweater Vest with School Logo
Short Sleeve Cotton Polo Shirt with Logo – Red, White, Navy	Athletic Sweatshirt with School Logo
Long Sleeve Cotton Polo Shirt with Logo – Red, White, Navy	Hooded Zip-Front Sweatshirt with School Logo
Cotton Turtleneck – Red, White, Navy	Hooded Pullover Sweatshirt with School Logo
T-Shirt with Logo – Red, White, Navy	Polar Fleece Jacket with School Logo
Short Sleeve Princess Blouse	Rugger Jacket with Hood
Short Sleeve Peter Pan Collar Blouse	Solid white, red, or navy socks or athletic socks
Red V-Neck Vest with School Logo	Athletic shoe with support (must tie or Velcro - no slip-on shoes)
Athletic Sweatshirt with School Logo	
Hooded Zip-Front Sweatshirt with School Logo	
Hooded Pullover Sweatshirt with School Logo	
Polar Fleece Jacket with School Logo	
Rugger Jacket with Hood	
Traditional Five Pocket Blue Jeans (straight leg or boot cut)	
Solid white, red, or navy socks or athletic socks	
Solid white, red, or navy tights (footed or footless)	
Athletic shoe with support (must tie or Velcro – no slip-on shoes)	

**\*\*Please note:** All school wide VCS sweatshirts and uniform “V” neck sweaters are the only outerwear garments that may be worn for school with the exception of a rain jacket or winter jacket worn outdoors. All sweatshirts must not be oversized.

**Jeans** that comply with the school dress code may be worn on non-Chapel days ONLY.

Girls: Medium to dark dye, straight-legged or boot cut jeans with minimal stitching on the pockets. Jeans may not be frayed or torn, and must fit properly, not tightly fit.

Boys: Medium to dark dye, 5-pocket jeans, straight legged or boot cut. No carpenter style or baggie pants allowed. Jeans may not be frayed or torn, and must fit properly.

### **Chapel Uniform:**

The required articles of clothing to be worn on CHAPEL DAY are listed below. Chapel uniform may also be required for some field trips and on certain special occasions at the discretion of the teacher or administration.

**Girls:** Navy or plaid bottoms, white princess blouse with collar, white polo or turtleneck, red “V” neck sweater vest, and solid, red, white or blue non-patterned socks or tights. Athletic socks are also acceptable. **NO JEANS, T-SHIRTS, OR KHAKI BOTTOMS**

**Boys:** Navy pants or shorts, white polo or turtleneck, red “V” neck sweater vest. **NO JEANS, T-SHIRTS, OR KHAKI BOTTOMS.**

### **ALL STUDENTS/DAILY, CHAPEL & DRESS-DOWN DAYS**

1. Clothes are to be neat, clean, and in good repair.
2. Extremely tight or oversized clothes are not acceptable.
3. Clothing with slogans or pictures which are associated with violence, immodesty, drugs, alcohol, tobacco, the occult, disrespect or anything else which conflicts with the philosophy of VCS may not be worn. Clothing, school supplies, lunch boxes, backpacks, and toys along the lines of super heroes or action figures of a violent nature fall into the above categories. Prominently displayed numbers may not be worn except on jackets.
4. Hair: Tails, tracks, or styles that are closely associated with counter-cultural individuals or groups are not acceptable. Hair should be a natural color.
5. Shoes: Students are required to wear tie or Velcro athletic shoes with support each day unless it's a specified dress-down day. Heely's are not allowed at any time.
6. Solid red, white or navy non-patterned socks may be worn. Athletic socks are also permitted.
7. Jewelry such as long necklaces, chain belts, and other accessories, which could contribute to physical injury during play, are to be avoided.
8. Piercing of body parts, other than ears (girls), is not allowed. No tattoos of any kind, including temporary, are allowed.
9. Hats, caps, and hoods may be worn **outdoors only**. Caps with a bill must be worn with the bill facing forward.
10. The layering of Valley Christian shirts is permitted. Long sleeved shirts used for layering are to be Valley Christian Elementary uniform polos or turtlenecks. No non-uniform clothing is permitted for layering purposes.

### **Girls (At All Times)**

1. Bike shorts should be worn under dresses, skirts, and skorts for the sake of modesty during PE and recesses.
2. Minimum uniform skirt/skort/dress length is 4 inches from the floor when kneeling.
3. Capri length jeans may NOT be worn as part of the daily uniform.

4. Make-up or face painting is not permitted at school (including face glitter). Nail polish must be natural looking. No cosmetic or acrylic nails are allowed.
5. Earrings no longer than 1 inch can be worn with only one earring in each ear.

### **Boys (At All Times)**

1. **Hair is to be neat and trimmed.** It is not to overlap the earlobes, shirt collar or eyebrows. No shaved sides with long tops are allowed.
2. Earrings may not be worn at any time.
3. Face painting is not permitted.

### **DRESS-DOWN/SPRING PICTURE DAYS**

VCES allows students to participate in casual or dress-down attire for spring picture day, spirit days, etc. When participating in a dress-down day, students are required to comply with the requirements listed below and those outlined in the All Students and Girls/Boys section. IF A STUDENT CHOOSES NOT TO PARTICIPATE IN A SPECIAL DRESS-DOWN DAY, THE DAILY OR CHAPEL UNIFORM REQUIREMENTS APPLY.

### **Girls (Designated Dress-Down Days ONLY)**

1. Dresses, skirts, or split skirts
  - a. Minimum skirt length is 4 inches from the floor when kneeling.
  - b. Straight skirts should be no shorter than 3 inches from the floor when in a kneeling position. Slits up the sides are unacceptable.
  - c. Skorts and split skirts are acceptable as long as they look like skirts and conform to dress code for skirt lengths.
  - d. Skirts and dresses should not be excessively tight or sheer. Dresses must cover the shoulders.
  - e. Bike shorts should be worn under dresses for sake of modesty during P.E. and recess, and should not be showing below a skirt.
  - f. Capri length pants are acceptable.
2. Blouses and tops which are suggestive, low-cut, backless, revealing the midsection, skin tight (including leotards worn as a top), netting, or see-through, body suits, racer-back, tank, and spaghetti strap tops are not permitted
3. Pants
  - a. **Shorts must be no more than 4" above the knee – walking short.**
  - b. Pants or shorts must be in good repair, not faded, frayed, unhemmed, tight fitting, or excessively loose.
  - c. Jeans must comply with school dress code.
4. Long T-shirts, sweaters, or sweatshirts are not acceptable to wear over a pair of tights, leggings or tight-fitting pants. If tights are worn, they must be worn with a skirt or dress that conforms to the dress code length standards.
5. Shoes: Athletic shoe with support (must tie or Velcro) must be worn for P.E. classes. Enclosed heels and toes are required for all footwear. Slip-ons, flip-flops, sandals, Heely's and other footwear that would be deemed unsafe on the playground are not allowed. Heels should be under ½ inch for grades kindergarten through third and 1 inch for grades four and five. Platform shoes may not be higher than 1 inch.

### **Boys (Designated Dress-Down Days Only)**

1. Pants or shorts must be in good repair, not faded, frayed, unhemmed, tight fitting, or excessively loose. Jeans must comply with the school dress code.
2. Shirts may not be cut-off, tank tops, or sleeveless t-shirts.
3. Shoes: Athletic shoes with support (must tie or Velcro) must be worn for PE classes. Heely's and other footwear, which would be deemed unsafe on the playground, are not allowed. Slip-on footwear is not permitted.

**Valley Christian sweatshirts are the only sweatshirts allowed on campus at any time.**

**Final decisions in interpretation of the dress standards reside with the school administration.**

### **DRESS CODE VIOLATIONS**

The classroom teacher will notify parents in writing, if their student is in violation of the VCES dress code.

Repeat violations will result in parental notifications by administrators. Failure to comply will result in the student's removal from class until the violation has been corrected.

### **AWARDS**

At the end of the school year, the following awards are given to students who have outstandingly achieved in each grade level.

- Perfect Attendance - for those with no absences.
- Honor Roll - for those students with A average or better and good citizenship record.
- Honorable Mention - for those students with B average and good citizenship record.

The teachers have the option to give special awards to students who demonstrate outstanding Christian character or to others who have demonstrated other significant personal achievements.

### **SUSPECTED CHILD ABUSE POLICY**

The State of California requires Valley Christian Elementary School to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well being of their children, the administration is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

## **CLASSROOM AND CHAPEL PLEDGES**

### **AMERICAN FLAG:**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **CHRISTIAN FLAG:**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### **BIBLE:**

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

## **VALLEY CHRISTIAN SCHOOL GRIEVANCE PROCEDURE**

The Valley Christian School grievance procedure is based on the Biblical principle set forth in the following scripture: Matthew 18:15-17.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he 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 he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

Steps For Handling a Parent or Student Complaint About A Teacher Are:

1. The parent and student meet privately with the teacher to seek the resolution, with a spirit of reconciliation.
2. If unresolved, the parent meets with the teacher and the principal to seek the resolution with a spirit of reconciliation. The principal will fill out the grievance form for reference and follow-up.
3. If unresolved, the principal informs the superintendent who may form a grievance sub-committee within the school board.
4. The problem is presented to the sub-committee who calls upon the parties involved as seems necessary, all in the spirit of reconciliation.
5. If unresolved, the problem is presented to the entire school board for a resolution with the parties involved as seems necessary, all in the spirit of reconciliation. The decision of the school board is final.

Revised 8/10/10