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**VALLEY CHRISTIAN SCHOOL**  
**PARENT HANDBOOK**  
2017-2018

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*Note: Valley Christian School reserves the right to change any policy or procedure at any time at its sole discretion.*

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## Section 1 – Handbook Introduction

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### 1:1 Welcome to Our School!

It is our pleasure to welcome you to Valley Christian School (VCS). We are an energetic and creative group of teachers and staff, dedicated to high standards of excellence, quality, and Biblical principles. We value each one of our students and their families.

This section introduces you to our school's purpose and goals. Please read it carefully so that you can better understand who we are and what we do. Valley Christian School is a special place – made all the more so by the hard work and dedication of our teachers and staff and the encouragement and support of parents.

### 1:2 Introduction to VCS

Valley Christian School, a ministry of New Day Christian Fellowship, opened in 1977 on a very basic principle: **Quality education is based upon learning from a Christian perspective.** Using that principle, the school opened with 17 students and 2 classrooms. Now in its 39th year of existence, Valley Christian School's dedicated faculty and staff continue to inspire and equip students to excel academically and grow spiritually so that they may become effective leaders of tomorrow.

VCS students explore all subject areas through a biblically integrated, Christ-centered curriculum. Our classroom sizes are small so that we are able to provide individual attention to each student. All students in our K-8 program receive core subjects of Bible, language arts, math, science, social studies, art, music, physical education, and library. Standardized test scores indicate that our students are at least one year above the national average. All students gain exposure to iPads, laptops, and desktops, as they develop computer literacy. In addition, VCS students participate in enriching field trips throughout the school year that enhance classroom learning.

We also offer a variety of student activities throughout the year, including choir and ACSI musicale (grades 4-5), student council (grades 3-8), ACSI spelling bee (grades 1-8), community service projects (grades K-8), weekly chapel (grades K-8), field trips (grades K-8), girls volleyball (grades 3-8), track and field (grades 4-8), spiritual retreat (grades 6-8), girls and boys soccer (grades 6-8), science fair (grades K-8), and swimming (grades K-8).

### 1:3 Theme for the Year

The spiritual theme for the 2017-2018 school year is *What do you Treasure?* from Matthew 12:35 where Jesus says, "The good person out of his good treasure brings forth good...". We want to see our students this year understand that the living hope of Jesus should be our greatest treasure. Our spiritual theme will set the tone for the school year. We want to challenge students and staff this year to focus on this question of where we have placed our treasure.

## 1:4 Our Mission Statement

Valley Christian School exists to provide quality education from a Christian perspective by giving individual students attention from faculty and staff. It is assumed that each child needs to interact with Christian adults, hear the truths of Biblical teachings, and feel the love of God through people.

We emphasize the cultivation of home, school, and church relationships since education is only complete when reinforced by strong ties to families and churches.

## 1:5 Our Vision Statement

To be recognized for the spiritual and educational development of our children in the community we serve.

## 1:6 Our Values Statement

Relying on God, Valley Christian School is committed to providing quality education based on the following core Biblical values:

- To love the Lord God with all your heart, soul, mind, and strength.
- To love your neighbor as yourself.

*“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.” The second is this: “Love your neighbor as yourself.” There is no commandment greater than these.*  
(Mark 12:30-31)

## 1:7 Statement of Faith

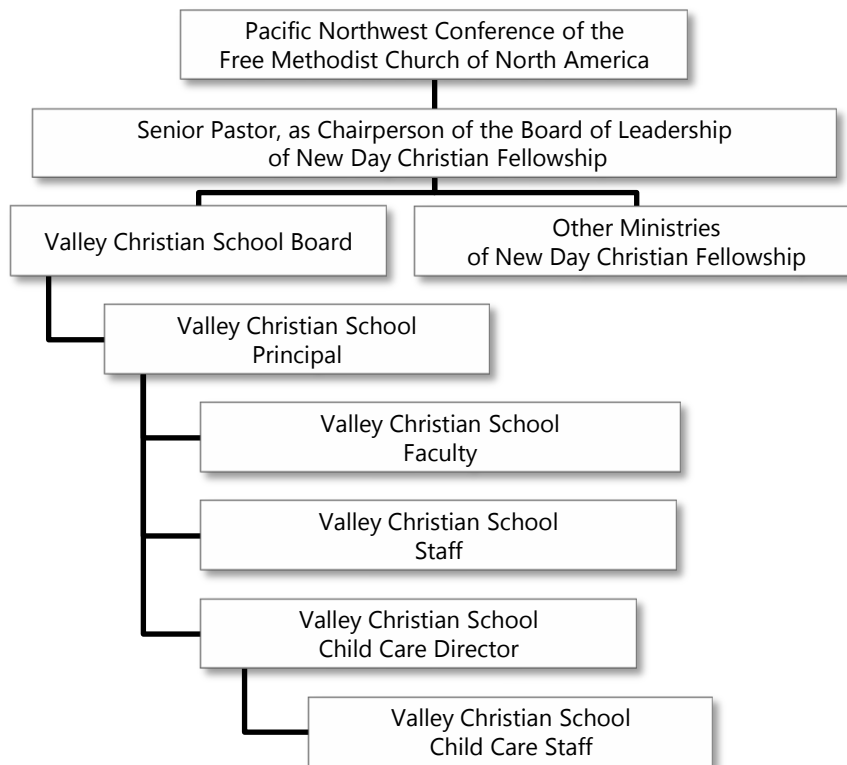
We believe:

- The Bible to be the inspired, the only infallible, authoritative Word of God.
- In one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- That Jesus Christ was begotten by the Holy Spirit and was born of the Virgin Mary and is true God and true man.
- All have sinned and are in need of salvation.
- Salvation has been provided through the shed blood of Jesus Christ for all people.
- By confessing their sins to God, every believer will be forgiven and cleansed from all unrighteousness.
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- Every believer is to grow up in the Lord through study of the Word, prayer, and fellowship with other believers.
- There shall be a bodily resurrection of the just to eternal life and the unjust to eternal punishment.
- In the personal, visible, imminent return of Jesus.

## 1:8 Affiliations

Valley Christian School, a non-profit organization, is a member of the Association of Christian Schools International (ACSI) and is approved by the State of Washington as meeting or exceeding State standards.

## 1:9 School Organization



## 1:10 Valley Christian School Board Members

The following people are members of the Valley Christian School Board that holds meetings on the third Tuesday of each month.

Gloria Butz, Chair  
Kevin Coons  
Gayle Kroke  
Teresa Lerew  
Paula Smith  
Krista Parsons  
Nathan Winger

## 1:11 Board Meetings

Valley Christian School board meetings are held the third Tuesday of every month and are open to the public. If you would like to add an agenda item, please give at least one week advanced notice before the scheduled date of the meeting.

## Section 2 – Teachers and Staff

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### **2:1 Role Models**

We praise God for dedicated Christian people who staff our school and serve as Christian role models for our students (Luke 6:40). Their devotion to God, their desire to use their gifts to serve, and their love for children make Valley Christian a loving extension of your home.

### **2:2 Certification**

Teachers of grades K-8 are required to be state-certified. In addition, they are encouraged to pursue certification through ACSI (Association of Christian Schools International).

# Staff Directory

## Valley Christian School

*A Ministry of New Day Christian Fellowship*  
Phone 253-833-3541

| <b>Name</b>                         | <b>Position</b>  |
|-------------------------------------|--|
| <b>ADMINISTRATION:</b>              |  |
| Mr. Joshua Snyder                   | Principal  |
| Mrs. Denyse Touma                   | Administrative Assistant to Business Services                              |
| Mrs. Ariane Brother                 | Administrative Assistant to the Principal                                  |
| Mrs. Becky Clowers                  | Director of School Advancement   |
| Mrs. Sandee Almaas                  | Accounting Consultant  |
| Mr. John Curry                      | Soccer/Track Coach   |
| <b>TEACHERS:</b>                    |  |
| Mrs. Jena Baldrige                  | Preschool & Pre-Kindergarten Teacher                                       |
| Mrs. Veronika Harmon                | Preschool & Pre-Kindergarten Teacher                                       |
| Mrs. Shelly Pierce                  | Preschool & Early Learning Teacher   |
| Mrs. Joan Havrilla                  | Junior Kindergarten Teacher  |
| Mrs. Amy McClain                    | Kindergarten Teacher   |
| Mrs. Gayle Gee                      | 1 <sup>st</sup> Grade Teacher  |
| Mrs. Tracy Howard                   | 2 <sup>nd</sup> Grade Teacher  |
| Ms. Ann Milhorn                     | 3 <sup>rd</sup> /4 <sup>th</sup> Grade Teacher                             |
| Mrs. Peggy Hackett                  | 5 <sup>th</sup> /6 <sup>th</sup> Grade Homeroom Teacher / Middle School    |
| Mrs. Leta Johnson                   | 7 <sup>th</sup> /8 <sup>th</sup> Grade Homeroom Teacher / Middle School    |
| Mr. Roary McClain                   | Middle School Bible / P.E.<br>& Director of Spiritual Formation            |
| Mr. Steve Hackett                   | Technology Support Specialist<br>& Music Teacher / Middle School Electives |
| Mrs. Crystal Lowy                   | Art Teacher / Middle School Electives / Librarian                          |
| <b>EARLY LEARNING CENTER STAFF:</b> |  |
| Mrs. Jennifer Lewis                 | Director   |
| Mrs. Agnes Williams                 | Early Learning Teacher & Kitchen Coordinator                               |
| Mrs. Emelyn Ellison                 | Early Learning Teacher   |
| Mrs. Penny VanVleet                 | Two-Year-Old Class Teacher   |



## Section 3 – Schedules and Office Hours

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### 3:1 School Office Hours

School office hours are from 8:00 a.m. to 3:30 p.m.

### 3:2 Before and After School Care

Child care for students ages 4 through 13 is available before school from 6:30 a.m. to 8:30 a.m. and after school from 3:00 p.m. until 6:00 p.m. In addition, extended child care, between the hours of 6:30 a.m. and 6:00 a.m., is available for 3 and 4-year-olds who are also enrolled in preschool, pre-kindergarten or junior kindergarten.

### 3:3 Daily Schedule

| Time      | Activity   |
|-----------|--|
| 6:30 a.m. | Before School Care opens.  |
| 8:20 a.m. | Middle school students (grades 5-6-7-8) may arrive and enter classrooms.<br>Students arriving earlier will be checked into Before School Care.   |
| 8:30 a.m. | Students in preschool through 4th grade may arrive.<br>Students arriving earlier will be checked into Before School Care.<br>Classes begin for middle school students (grades 5-6-7-8).  |
| 8:40 a.m. | Students in preschool through 4th grade may enter classrooms.  |
| 8:45 a.m. | Classes begin for preschool through 4th grade.   |
| 3:00 p.m. | Kindergarten-4th grade classes dismissed; parents may pick up students.  |
| 3:15 p.m. | Middle school students (grades 5-6-7-8) dismissed.   |
| 3:15 p.m. | Valley Christian School is responsible for the supervision and safety of children at all times; therefore, students who are still on the school grounds 15 minutes after school is dismissed (3:25 p.m. for middle school) will be placed in After School Care for supervision, and a fee will be charged. |
| 6:00 p.m. | After School Care program closes.  |

### 3:4 Preschool Hours

Preschool starts at 8:45 a.m. and ends at 10:45 a.m. on Tuesdays and Thursdays.

### 3:5 Pre-Kindergarten Hours

There are three sessions of pre-kindergarten. The two morning classes meet from 8:45 a.m. until 11:30 a.m. on Mondays, Wednesdays, and Fridays. The afternoon class meets from 12:15 p.m. until 3:00 p.m.

### 3:6 Junior Kindergarten Hours

Junior kindergarten students begin class at 8:45 a.m. and are dismissed at 12:45 p.m. Monday through Friday.

### 3:7 Kindergarten Hours

All kindergarten students begin class at 8:45 a.m. Students enrolled in half-day kindergarten are dismissed at 11:45 a.m., and those enrolled in full day kindergarten are dismissed at 3:00 p.m.

### 3:8 Transportation/Carpools/Traffic Flow Pattern

Transportation is by carpool. Parents are responsible to arrange travel to and from school. Please note arrival and pick-up times on the table on page 9.

Please remember that our parking lot is also our play area during school hours. Drive slowly and cautiously. Enter the parking lot from the Second Street entrance to the alley, and exit through the driveway to Third Street. Please drop off children in designated areas only and not in the alley. Parents of students in preschool through 3rd grade should park their vehicles and escort their child(ren) to class.

Vehicles are not allowed in the parking lot during school hours because children use the lot for recess and P.E. The kitchen staff needs to have access to the alley by the kitchen, so please do not block the Second Street entrance.

### 3:9 Snow/Inclement Weather Schedules/Information

Snow, ice, wind, and other adverse weather conditions have an effect on travel which may require changes in our school schedule. If we make the decision that a change in the regular schedule is necessary because of weather conditions, we will have the message announced on the following:

**Valley Christian School Website: [www.valley-christian.com](http://www.valley-christian.com)**

|        |         |           |
|--------|---------|-----------|
| KIRO   | AM 710  | Channel 7 |
| KOMO   | AM 1000 | Channel 4 |
| KING 5 |         | Channel 5 |

**A message will also be placed on the school phone's messaging system,** and an email will be sent to those on the VCS email list. In general, we will follow the same schedule as Auburn School District.

**Please note:** The most reliable sources of information are the school website and the school phone's messaging system.

## Section 4 – Admissions

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### **4:1 General Requirements/Non-Discrimination Statement**

In general, students are expected to pursue spiritual, academic, social, and personal goals as well as contribute to the well-being of other students. VCS does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies, educational policies, and other school-administered programs. Acceptance is based on former school records, results of a personal interview, and entrance testing. Academic aptitude and emotional health will be taken into account.

Detailed admissions policies, procedures, and forms are available in the school office.

### **4:2 Immunization Requirements**

VCS is required by the State of Washington to maintain proper immunization records. According to state law, the school must have the original, signed, current edition of the Washington State Immunization Status Form on file by the first day of school or the student will not be permitted to attend class.

### **4:3 Tuition Assistance**

In order to help families afford to send their children to Valley Christian School, a scholarship fund has been established to help supplement tuition costs for those who could not otherwise be enrolled. Donations to this fund are tax deductible as a charitable contribution. If you wish to contribute to this fund, please contact the school office.

For information regarding tuition assistance see the school website or contact the school office.

## Section 5 – Bible Instruction

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### **5:1 Daily Bible Teaching**

Bible classes are taught at least four days per week as a subject. One goal of Bible classes is to lead every student at Valley Christian School into a personal relationship with Jesus Christ as his/her Savior. A regular program of Scripture memorization (using the New International Version of the Bible) is included in Bible classes.

### **5:2 Doctrine**

Students from many denominations and over fifty churches attend VCS. It is our purpose to focus on the fundamental principles of salvation and Christian living, not denominational differences.

### **5:3 Chapel**

Chapel meets weekly each Wednesday. (Middle school chapel may be held separately some weeks.) Each class is responsible to plan and present a chapel during the year. In addition, pastors, Christian leaders in the community, and special Christian groups are featured in weekly chapel programs.

Students should wear appropriate clothing on chapel day (see Student Dress policy on page 14).

Missions offering banks are collected on chapel days. The offerings are used to support a school-age child overseas, fund a special mission project each year, and provide honorariums for special chapel programs.

### **5:4 Spiritual Emphasis Week**

Spiritual Emphasis Week, featuring a special Christian speaker or group, is held once each year to set a positive spiritual tone and highlight the spiritual theme for the school year.

### **5:5 Integrating Subject Matter with Bible**

Biblical truths and principles are integrated into every area of the curriculum. Secular materials are evaluated in the light of God's Word. We teach students to evaluate stories, scientific information, and social studies concepts from a Biblical perspective.

At VCS, we avoid the use of Santa Claus, ghosts, monsters, witches, and leprechauns. It is up to parents to decide on the appropriateness of the use of such holiday symbols in their own families.

## Section 6 – Student Guidelines

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### 6:1 Dress/Appearance Code

At Valley Christian School, we believe that there is a direct relationship between performance and appearance.

We are ambassadors of Christ and should give the appearance of neatness and cleanliness. We realize that fashions change month by month and that a list of specific "do's and don'ts" would most likely be outdated within a short period of time. Our dress and personal hygiene should reflect an attitude of the heart that is sensitive toward God and is a testimony to others as well as a reflection of our school. Attractiveness, appropriateness, modesty, desire to please the Lord, and the establishment of a focused learning environment serve as the basis for the school's dress policy. If appearance distracts from the learning environment, it is unacceptable at the discretion of the principal. Philippians 4:5 states, "Let your moderation be known to all men." It is our desire that our students present a modest appearance. Therefore, extremes in worldly fashions and hairstyles are not acceptable.

- A. **SHOES** – Shoes must be worn at all times. This is for health and safety reasons. **Students should not wear shoes with skate wheels. Also, students are not to wear flip flops.**
- B. **SHORTS** – Shorts are permitted, but must be loosely fit, neat, clean, hemmed, and no higher than three inches above the top of the knee when standing. Denim shorts that are hemmed may be worn. "Cutoffs" (in any fabric) and spandex are unacceptable.
- C. **PANTS** – All pants are to be clean, neat, and properly fitted in waist and length. Torn, ragged, overly faded, or frayed pants are not acceptable.
- D. **DRESSES/SKIRTS** – Girls' **hemlines should be no higher than three inches above the top of the kneecap** while standing. **This applies at all times even if girls are wearing leggings or tights. Clothing should not be too tight, nor revealing.**
- E. **TOPS** – Halter tops, tank tops, "muscle" shirts, backless shirts, half shirts/short shirts are not appropriate. The midriff should not be showing when arms are raised. Undergarments should not be exposed. Clothing is to be modest, not revealing.
- F. **HATS** – Hats, hoods, and sunglasses may not be worn inside the building.
- G. **ADDITIONAL:**  
Clothing shall not be worn which endorses any product inconsistent with Christian commitment. Any decal, statement, or phrase that may be suggestive, create a negative attitude, or offend has no place in a Christian school. Skulls and other such pictures send a contrary message to our school's beliefs.  
Hair should be clean, groomed neatly, and should be cut with moderation. Boys' hair should not extend past the bottom of the ear lobe or hang past the collar.  
Hair must not cover the eyes.

Cosmetics, worn in moderation, are permitted for girls in middle school.

Only girls are permitted to wear earrings. Eyebrow, nose rings, and other extremes of body piercing are not permitted for either boys or girls.

Visible, permanent tattoos are not permitted.

On **chapel days**, girls may wear dresses, skirts and blouses, or nice pants. Boys may wear nice pants and shirts. Students should not wear sweat pants, jeans, or athletic shorts to chapel.

Students who do not comply with dress code will be sent to the office and a letter sent home. In some cases, parents may be requested to bring a change of clothes.

## 6:2 Rules and Regulations for Students

I Corinthians 10:31 states, “*So whether you eat or drink or whatever you do, do it all for the glory of God.*” This is the governing principle for student conduct.

Students are expected to show respect for God, themselves, others, and property of others at all times. Conduct during classes will be such that it creates a positive learning environment for all students. The following acrostic encompasses standards of conduct for the school.

**R** eliable and responsible  
**E** ncourages others without put-downs  
**S** tays on task  
**P** repared to learn  
**E** ager to cooperate  
**C** hrist-like attitude  
**T** ells the truth

### Specific rules of conduct include:

- A. The student is to act and speak in a way that will be honorable both for him/her and others at all times. Prompt and cheerful obedience to all school personnel is expected. Teachers and staff members are to be addressed with the appropriate titles of Mr., Mrs., or Miss – not by their first names.
- B. Leave MP3 players, iPods, electronic games, toys, pets, and other unnecessary items at home unless the principal has given approval. Items used in sharing time for kindergarten through 3rd grade may be directed by the classroom teacher. Any item that is a weapon or replica of a weapon carries serious ramifications in the State of Washington if brought on school grounds (see Section 6:4).
- C. There will be no chewing gum at any time.
- D. There will be no running on the sidewalks or climbing of trees, fences, buildings, or planters.

- E. The school or any of its personnel will not be responsible for any items brought from home by students for use in the classroom or at recess. Teachers may confiscate any dangerous items brought from home.
- F. Swearing and use of obscene or bad language will not be tolerated.
- H. It is mandatory that pupils stay on the school grounds during the school day. It is school policy that "students are not permitted to leave campus during or after school for any reason without being accompanied by an adult." Once they have arrived at school, they are not permitted to leave without an adult.
- I. Hard baseballs are not allowed. Metal cleats cannot be worn for any sports activity.
- J. Rollerblades or roller skates are permitted only at designated times (not during recess) and may only be used with proper gear protecting the head, knees, and elbows.
- K. The bothering of other students and wrestling or fighting will not be permitted.
- L. If a child is to be picked up during the day, the parent will first report to the school office to obtain a Student Release form. Teachers are not to release a child to the parent during the school day without the student release form from the office. If someone other than the parent is to pick up a child, a note must be sent to the office and a definite verification of the individual must be made by the parent prior to the releasing of the child.
- M. Damage of equipment or school property will not be tolerated. Where school property or equipment is damaged unnecessarily and needlessly, a fair charge will be assessed and parents will be notified.

### **6:3 Kindergarten-8th Grade Discipline Policy**

The ultimate, unique achievement of good discipline is self-discipline on the part of each student. Experience tells us that not all groups, or all individuals, are likely to become completely self-disciplined within the school years; yet, that is the goal toward which we as teachers and parents must strive. At Valley Christian School, we seek to act in a redemptive manner in the discipline process. The teacher is the principal authority in the classroom and assumes the major responsibility for the training and discipline of each student. The students are expected to follow the specific rules of the classroom and of the school.

Specific behaviors for which students will receive disciplinary action include, but are not limited to: lying, cheating, stealing, fighting, swearing, direct defiance (e.g. backtalk, refusing to cooperate with teachers or staff), disruptive behavior, vandalism, unacceptable appearance, harassing or bullying, and any other inappropriate behavior.

Disciplinary measures at the option of the teacher may include, but are not limited to:

1. Counsel
2. Detentions
3. Writing/work assignments
4. Telephone or written contact with parents
5. Parent conferences

The principal has the ultimate authority and responsibility for discipline in the school. If a teacher determines that a child's behavior is serious enough and/or a repeated negative behavior has not improved after continued action by the teacher, the student will be sent to the office for discipline and contact will be made with the parents. The principal or his designee will administer disciplinary action which may include, but is not limited to:

1. Counsel
2. Detentions
3. Parent conferences
4. Temporary suspension
5. Expulsion from school

Negative attitudes and behavior by one student affect the climate of an entire class. A probationary period of one month for changing behaviors and attitudes may be established at any time in the discipline process. If positive improvements have not been made by the student during probation, the student will be withdrawn from school.

Students who choose to behave respectfully receive:

1. Verbal praise
2. Positive notes
3. Positive phone calls home
4. Small rewards
5. Some special class events
6. Other special privileges

Once a month, students who have contributed positively to their classes will be invited to have "Lunch with the Principal."

#### **6:4 Weapons Policy - Possession/Threat/Use of Weapons**

Valley Christian School considers student possession of/use of/or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school events will be dealt with in the same manner as a "threat" below.

**Student Action:** Students who possess a weapon or carry, exhibit, display, draw, or threaten any of these items apparently capable of producing harm in a manner which, under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.



## Definitions:

**“Possession”** includes, but is not limited to: having a weapon on school property or at a school sponsored event located: (a) in a space assigned to a student such as a desk or cubby; (b) on the student's person or property, such as on the student's body, in his/her clothing, purse, backpack, or sports bag; or (c) under the student's control or accessible or available, such as hidden by the student.

**"Threat"** includes, but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; or (c) the statement of possessing a weapon at school or a school function.

**"Weapon"** includes, but is not limited to: (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be a realistic firearm or air gun; or (c) slung shot, which is a piece of metal, or stone fastened to a short strap, chain, or thong, used as a weapon; or (d) a slingshot, which is a forked piece of wood, metal, plastic, or similar substance, having an elastic band fastened to the prongs for shooting small stones and pebbles, or (e) a sand club, chains, or metal knuckles; or (f) a device commonly known as "ninja stars," multi-pointed metal objects designed to embed upon impact; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger; or (i) any device commonly known as "nunchaku sticks," consisting of two or more lengths of wood, metal, plastic or similar substance, connected with wire, rope, or other means, or, (j) a stun gun; or (k) any explosive device including fireworks, or (l) a "bow and arrow" or a "crossbow," a weapon for shooting arrows, or (m) a laser pointer.

**Incident Reporting and Action:** Any faculty member, staff member, or administrator with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the administrator who shall:

(a) submit a report to the appropriate jurisdictional police authority; and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

## 6:5 Prohibition of Harassment, Intimidation, and Bullying

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. ~ Ephesians 4:29-32*

The policy of Valley Christian School is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its

definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

## **I. Definitions and Prohibited Acts**

**1. Sexual harassment.** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

**2. Unwelcome and Offensive.** The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

**3. Verbal Harassment.** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory

identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

**4. Physical Sexual Harassment.** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

**5. Sexual Harasser.** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

**6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment.** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

**7. Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

**8. Physical Harassment.** Prohibited actions include, but are not necessarily limited to, the following:

- Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
- General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

**9. Definition of Bullying or Intimidation.** "Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

**10. Examples of Harassment, Bullying, or Intimidation.** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

## II. Application of Anti-harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

## III. Prohibited Actions

**1. Employee-Student Harassment, Bullying, or Intimidation.** Employee-student harassment, bullying, or intimidation of any type is prohibited.

**2. Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.

## IV. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

- Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.
- Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## V. Where to Report Harassment, Bullying, or Intimidation

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

- |                      |                                      |              |
|----------------------|--------------------------------------|--------------|
| 1. Mr. Joshua Snyder | School Administrator                 | 253-833-3541 |
| 2. Pastor Ron Kocher | Pastor, Auburn Free Methodist Church | 253-833-3530 |
| 3. Mr. Kevin Coons   | Chairman VCS Board                   | 253-833-3541 |

## VI. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## VII. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or

intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

### **VIII. Procedure for Investigation of a Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal/administrator. The principal/administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

#### **6:6 Use of Phones/Cell Phones**

**General Policy:** Students are not permitted to use a cell phone in the school building before or during school time. After school, students should not use cell phones until they have left the school building.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's backpack and must be turned off (not on vibrate, not on silent). If a student brings a cell phone to class or the phone rings while in a student's backpack, the teacher will initiate disciplinary action and the phone may be confiscated for the remainder of the day. (Confiscated phones may be returned by the administration to parents upon request. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.)

**Note:** "Forgetting" to turn off the cell phone is not an excuse.

Use of cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs/videos is permitted during the school day. Particularly, **no** cell phone photographs/videos are permitted in the restrooms or locker room areas (ex. during swimming) at any time. Violation of this prohibition is a serious discipline offense.

Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the ministry's normal search and seizure policy and administrative discretion. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

**NOTE:** These guidelines were formulated after careful review of school cell phone policies across the State and the country. (Christian Law Association, 2006)

## **6:7 Textbooks/Library Books**

Textbooks are furnished by the school. Assessments may be made to cover damages beyond that incurred through normal use.

Students are assessed a replacement fee for damaged or misplaced library books. Paperbacks are \$5.00 and hardback books are \$10.00. The student will be assessed a replacement fee on new books that are damaged or misplaced.

## **6:8 Lost and Found**

It is requested that students bring to the school office any objects or items they find that do not belong to them. A "Lost and Found" box is located in the office. It is helpful if coats and sweaters are marked with the student's name. Items not claimed after one month will be donated to a charity.

## **6:9 Internet Safety Policy (Compliance with CIPA)**

It is our commitment to teach and equip students to have Christ-like behavior and digital integrity when it comes to internet use. For the protection of Valley Christian School students, protection measures are in place to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications, (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal information of minors; and (d) in compliance with the Children's Internet Protection Act (CIPA). Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or harmful to minors.

It shall be the responsibility of all members of the VCS staff to educate, supervise, and monitor appropriate usage of the online computer network and access to internet in accordance with this policy and the CIPA. Each year a Computer lab/Internet Use Contract is sent home to communicate VCS's expectations on acceptable Internet use, inappropriate use, network etiquette, log-in security, and computer lab policies. Both students and parents are required to read, agree to, and sign the Computer Lab/Internet Use Agreement.

## Section 7 – Assessment and Awards

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### 7:1 Progress Reports

The teacher shall notify the parents of any pupil whose study habits or grades deteriorate. This gives the parents the opportunity to encourage and help in the situation. A grade of “F” should not be given in any subject unless a Progress Report has first been sent to the parents. Progress reports shall be sent home by the 6th week of the nine-week grading period. These notices must be signed by the parent and returned to the teacher. Progress reports must be sent home for any child who has lower than a “C” in any subject.

### 7:2 Report Cards

Report cards are given out four times a year at nine-week intervals. (Preschool students receive report cards at the semester and end of the year. Pre-kindergarten students receive report cards three times per year.) The first is given to the parents at a mandatory parent-teacher conference in November. Others are given to the student to take home to his/her parents who are responsible for signing and returning the card to the school. A report card is withheld at the end of the year if the student's account is not paid to date. It shall be given out only when the account is paid in full. The administrative assistant will provide you with a list of those who have not paid by report card time. The Friday after the end of each quarter is a half-day to allow time for teachers to work on report cards.

### 7:3 Grading Scale Grades K-2

4 – Consistently applies skills; exceeds grade level expectations  
3 – Progressing in use of skills; meets grade level expectations  
2 – Needs improvement and additional work in skills  
1 – Does not apply skills; does not meet grade level expectations;  
needs considerable support  
NE – Not evaluated at this time

### 7:4 Grading Scale Grades 3-8

|    |                 |                             |
|----|-----------------|-----------------------------|
| A  | 91-100%         | Outstanding                 |
| A- | 90%             |                             |
| B+ | 89%             |                             |
| B  | 81-88%          | Satisfactory, above-average |
| B- | 80%             |                             |
| C+ | 79%             |                             |
| C  | 71-78%          | Average                     |
| C- | 70%             |                             |
| D  | 61-69%          | Noticeably weak             |
| D- | 60%             |                             |
| F  | 0-59%           | Below minimum requirement   |
| P  | Passing         |                             |
| I  | Work incomplete |                             |



## **7:5 Honor Roll**

Students in grades 5-8 may make Honor Roll. The Honor Roll, computed on a 4.0 scale, will be made up after each grading period.

Requirements for the Honor Roll are as follows:

- Honor Roll 3.5 to 4.0
- Conduct grade must be satisfactory in order for the student to make the Honor Roll. The major subjects are used in figuring the Honor Roll that excludes art, computer/keyboarding, P.E., penmanship, and music for grade 5. All subjects are used to figure Honor Roll for middle school students, grades 6-8.

## **7:6 Promotion**

A pupil is expected to have an overall academic average of 70% or above for promotion. Pupils must maintain satisfactory grades for promotion. If a teacher believes that a student in his/her class needs to be retained at that grade level for another school year, the necessary Valley Christian School Retention Candidate form (see Appendix) must be filled out and turned in to the principal by the week prior to re-enrollment. It must be understood that talking with the parents concerning retention needs to happen long before the form is due in the office. It is also understood that current research and public school attitude is against retaining a student in a grade for another year. However, Valley Christian School has had positive experience with this practice in the past and will continue to support the practice of retention if it seems the best solution in a child's educational experience.

A meeting will be scheduled between the teacher, the parents, and the principal. This is to communicate the need for possible retention and the supporting reasons. A plan for helping the student succeed will be discussed. Referrals to resources for testing will also be made available to the parents. If a student has an identified learning disability, retention may not be the appropriate decision. A course of action will be decided at this meeting. Every effort will be made to bring the student up to grade level. A final decision must be made by May 15th. If the teacher and the principal believe that the child must be retained, then the parents will only be permitted re-enrollment in that grade. In cases where the student does not clearly indicate retention or moving on, the information will be shared with the parents and the final decision will be left up to them.

## **7:7 Incomplete Work/Failing Grades**

An Incomplete becomes an F at the end of two weeks after the grading period if all incomplete work is not made up.

Following each grading period, the parents of any student who has received a failing grade in any subject may be required to have a conference with the teacher, principal, and student.

## 7:8 Parent-Teacher Conferences

Two scheduled parent-teacher conferences are held during the year: at the end of the first grading period and at the end of the third grading period. The first quarter conferences are mandatory for all students. The second conferences are called at the request of the teacher or parent. Additional conferences may be called at the request of the parent or teacher.

## 7:9 Valley Christian School Policy Concerning Communication with Families in Separated or Divorced Situations

Teachers are not required to meet with both parties in student custody cases. Please note the following policy:

The board, teachers, and staff at VCS understand the difficulty that arises in many families due to divorce. It has been our experience that communication between parents in this situation is not always what it should be. However, for the sake of the child, who is our main concern, positive communication between parents must take place.

As a school, we believe our primary responsibility is to the primary residential parent. When someone other than the primary residential parent picks up the child from school, school communication will be sent home with that person on that particular day. When parent/teacher conferences are scheduled, only one conference will be scheduled for each student. It is the responsibility of the primary residential parent to coordinate schedules with others who should attend the conference. Each parent shall have full and equal access to the education and health care records of the child absent a court order to the contrary. Neither parent may veto access requested by the other parent. Educational records are limited to academic, attendance, and disciplinary records of public and private schools in all grades K-12 and any form of alternative school for all periods for which child support is paid or the child is the dependent in fact of the parent requesting access to the records.

The teachers and staff at VCS are aware of the difficult circumstances that arise when parents are working through custody issues over their children; however, it is important that we remain neutral in these issues. For this reason, we do not write statements in support of either parent.

## 7:10 Handling Complaints and Criticisms

If a parent has a concern about a teacher or classroom situation, the parent first needs to talk with the teacher. Face-to-face discussion between parties is the best approach. Parents who come to the office with complaints about a teacher will be asked to talk directly with the teacher first. (*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. Matthew 18:15-16.*) When the principal's attendance is desired, schedule an appointment with the principal through the school office.

### **7:11 Awards Certificates**

Award certificates are given at a closing assembly at the end of the school year, noting those students who have been on the Honor Roll, have maintained perfect attendance, have memorized their Bible verses, have improved in a subject, or have had outstanding achievement in any subject. A character trait award is given to each student. Pre-kindergarten, kindergarten and eighth grade students receive their awards at their graduation programs. All other students in grades 1-7 receive their awards at an assembly on the last day of school.

### **7:12 Standardized Achievement Testing**

The Terra Nova Standardized Test is administered to grades K-8 each spring. The purpose of the testing is to assess how well the school is doing in teaching the different subject areas. Standardized tests are designed to compare groups rather than individuals and help VCS assess if we are meeting our goals in providing quality academics. Please try to schedule appointments and vacations for other times than during the week these tests are given.

## Section 8 – Absences and Tardiness Policy

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### 8:1 Absences and Tardiness

The VCS board, faculty, and administration believe that regular and punctual attendance at school is vitally important for students to achieve maximum benefit from the school program. Such consistent, regular attendance has a positive effect on the school learning environment and will help all students become responsible young adults. Student mastery of course content and achievement of academic objectives are partially facilitated through class participation. When a student arrives late or is frequently absent, he/she causes a disruption to the classroom as well as causing him/herself to miss out on valuable and necessary classroom experiences.

In recognition of the responsibility of parents/guardians and the legal obligation established by the Compulsory School Attendance Law RCW28A.225 for ensuring the school attendance of children under their care for the full time that school is in session, Valley Christian School has established the following policies for handling absences and tardiness of students.

- A. Students who arrive at school late must bring a written excuse from their parent/guardian upon arrival to school for it to be an excused tardy. Students must report to the office with the note. The school secretary will give the student a pink tardy slip, which is then given to the teacher in order for the student to be admitted to class. (Teachers should return tardy slips to the office.) After the third unexcused tardy in one quarter, a letter will be sent to the parents by the administrator. After being inexcusably tardy ten times in one year, the student will be given zeros on work missed due to unexcused tardiness.
- B. Students who are absent must bring a written excuse from their parent/guardian upon returning to school for it to be an excused absence. Students must give the note to their classroom teacher. Students who arrive without a written note will be given a form to be taken home explaining the procedures for absentees and a request for a note. After the third unexcused absence, a letter will be sent by the administrator reminding the parent/guardian of the policy of the school and the importance of regular school attendance. After the tenth unexcused absence, a conference will be scheduled with the administrator. Conferences may also be scheduled for excessive excused absences. Make-up work is to be completed in the same number of days as missed from school.
- C. **Pre-arranged absences:** In some cases, certain family experiences may provide students with valuable family time or educational exposure which the school cannot duplicate. We also understand that work schedules and school schedules do not always coincide as we would hope, and it might be necessary to be absent from school even for a vacation period. In all such cases, prior arrangements are to be made with the teacher at least one week in advance. Sometimes the work can be completed ahead of time or during the absence. Other times, this is not possible. In any case, all work must be made-up within one week of arrival back to school. Zeros will be given for work that is not made up by the due date.

- D. **Early dismissals** are arranged through the school office. Students should bring a note by the morning of the dismissal and give it to the school secretary, or parents may call the school in advance of the dismissal. The parent/guardian, or designated person, must pick up a blue slip from the office and present this to the classroom teacher to have the student dismissed from class. All missed work must be made up within one day of the student's return. Zeros will be given for work not made up by the due date.
- E. **Absence:** If a child is absent, we request that the parent notify the school office as soon as possible. If a child has a contagious disease, this enables us to notify other parents. In cases of an epidemic, even of the flu, we are required to notify the King County Health Department. When a child is absent due to illness, make-up work is generally ready at the end of the school day. Arrangements for pick-up may be made through the classroom teachers.
- F. **Missing recess:** If it is necessary for a child to miss recess due to recovering from an illness, he/she must have a note from his/her parent/guardian. The student will be sent to another classroom for the recess period.
- G. When Valley Christian School is in session and there are snowy or icy road conditions, we do not want families to place themselves in unsafe driving conditions. On these days the following will apply:
1. If the student is absent, he/she must either notify the school or bring a parent note on the following day. An excused absence will be given.
  2. If the student is tardy, he/she must stop at the school office with a parent or note from a parent and pick up a class admit slip. An excused tardy will be given.
  3. See note 8:1 C above for information about make-up work.
- H. Students must attend at least one hour in the morning and one hour in the afternoon to be counted present for that day.

## **8:2 Release of Student**

The teacher must never release a student to anyone without a Student Release form signed by the principal, administrative assistant, or a secretary. Verbal requests to the teacher by the student or any other person are not acceptable. If there is any question at all, the teacher shall contact the school office. (See Section 8:1, Part D above.)

## Section 9

# Parent Involvement

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### 9:1 Parent Teacher Fellowship

#### 9:1.1 What Is Parent-Teacher Fellowship (PTF)?

Parent Teacher Fellowship was started by parents and teachers wanting the same basic goal: to enhance the school, support the children and families, and create a support system between parents and teachers.

Our hope and prayer for Valley Christian School Parent Teacher Fellowship is to be Christ-like and God-honoring in all we do and say by being a supportive, positive, and encouraging group.

#### 9:1.2 Membership

Parents whose children attend VCS are members of the PTF. There is no fee for membership. Many schools do have a membership fee, but we believe that may hinder some parents and we want all the parents involved!

#### 9:1.3 Participation/Committees

There are several subcommittees that need volunteers to ensure activities take place. Each committee is designed with different time commitments in mind to fit even the busiest schedule. Committees include:

- Fundraising Committees (golf tournament, auction, other)
- Health Committee
- Room Parents
- Hospitality Committee

Our goal is to make all parents welcome and utilize specific talents and/or trades. If there is something you would like to see happen at the school that fits within PTF parameters, we are always open to new ideas.

## 9:2 Service Hours

Each junior kindergarten through 8<sup>th</sup> grade student's family is expected to perform 15 hours of service (pre-kindergarten 10 hours and preschool 8 hours) per school year for Valley Christian School (30 hours for families receiving a scholarship). If a family does not fulfill the 15 required service hours, a rate of \$15.00 per un-served hour (not to exceed \$450.00) will be charged at the end of the school year. Extra hours served during one school year may not be applied to future years. Any adult family member – parents, aunts, uncles, grandparents – may donate hours toward your 15-hour commitment. Hours cannot be donated to another family. Parents may earn service hours by participating on PTF Committees, helping with special events, helping teachers correct papers, chaperoning field trips, using the copy machine, helping with fundraising activities, and any other activity that supports the school, teachers, or staff. We deeply appreciate all those who help in the ministry of VCS.

Any parent who wishes to help at the school must first fill out a Washington State Patrol Clearance Form from the school office. Parents need to sign in at the office and pick up a visitor's badge before going to the classroom.

## 9:3 School Visitors

Parents may visit classes if they wish to observe their child's learning environment. Please check through the office to schedule a time and allow the teacher advance notice. Parents, unless helping the teacher, are encouraged to stay for only a short time so as not to disrupt the classroom.

## 9:4 Fundraising Activities

Valley Christian School holds two major fundraisers during the year – one in the fall and the auction in the spring. In addition, a few other activities help provide funds for the school.

- **Fall Fundraisers:** This year's Fall Fundraiser is the **Earning for Learning** contest at the Seattle Outlet Collection
- **Spring Auction:** The spring auction funds special projects decided upon by the parents.
- **Recycling Used Printer Cartridges and Used Cell Phones:** VCS receives \$3.00 for each printer cartridge we recycle and up to \$33.00 for each used cell phone we help recycle.
- **eScrip:** Local eScrip merchants will contribute up to 8% of the purchases you make to VCS. Sign up at [www.escrip.com](http://www.escrip.com). While you are on the eScrip website, you may also wish to download "Autoearn" on to your computer. This is a one-time download that tracks your online purchases and credits VCS when you shop at an eScrip merchant.
- **GoodSearch:** Use GoodSearch.com as your internet search engine. Designate VCS as the charity of your choice and we will receive a penny for every internet search you conduct using GoodSearch!

- **Office Depot 5% Back to Schools:** This program supports our school with free supplies! When purchasing items from Office Depot, please use our school ID #70105873.
- **Target Take Charge of Education:** Target will make a donation to VCS based on purchases made with your Target RED Card, or you can link your purchases to VCS through your checking account. Visit your local Target for details.
- **Amazon Smile:** If you shop on Amazon, please add VCS as your charity to support through their Amazon Smile program. You only need to sign up once, then the school will receive part of your purchase as a donation. It doesn't cost anything but a moment of your time to sign up. The link is <http://smile.amazon.com/ch/91-0758794>.

## 9:5 Field Trips

Our school greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. The following are guidelines that we ask our drivers and chaperones to follow:

- Please bring a cell phone with you if you have one.
- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Please sign up in advance to be a driver or chaperone. This not only helps us with planning, but often some destinations only admit a limited number of people.
- Only children enrolled in the class or activity may go. Siblings are not to attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. Many of our field trip destination institutions will not allow smaller children to accompany the trip. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings. The first responsibility of each volunteer is to the students being supervised. Thank you for understanding our priorities.
- Please follow all teacher guidelines and instructions regarding the trip.



## Section 10 – Legal Issues/Policies

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### 10:1 Asbestos

On October 22, 1986, President Reagan signed into law the *Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519)*. This rule requires all schools, both public and private, to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. Valley Christian School has complied with the above requirements. An inspection of our facility was made on June 21, 1988. Our re-inspections were performed on May 18, 1995, June 17, 1998, June 13, 2001, June 12, 2004, May 16, 2007, May 8, 2010, and April 12, 2013. The results of these inspections and any response actions are included in the "Management Plan," which is located at 1312 Second St. S.E., Auburn, Washington 98002. This plan is available for review.

### 10:2 Child Abuse and Neglect Policy

In accordance with Washington State Law, school staff members are legally obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. This is the case whether the suspected abuse or neglect occurs on or off the school premises.

In compliance with Washington State Law RCW 26.44.030, all reports of child abuse or neglect must be reported to Child Protective Services (CPS) within 48 hours after there is reasonable cause to believe that a child has suffered abuse or neglect. The accused abuser shall not receive notification. This satisfies the school and teacher's child abuse reporting obligations.

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## Section 11 – Emergency Preparedness Policies

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### 11:1 Student Emergency Supplies/Comfort Kit

In the event of a natural disaster, such as an earthquake or windstorm, it might be necessary for children to remain at school beyond the normal dismissal time until someone could come and pick them up.

To help your child feel more comfortable and safe, and to give parents a little more peace of mind, we require that each child have a “Comfort Kit” at school. A “Comfort Kit” is simply a large one- or two-gallon size ziploc bag which contains non-perishable food items, drinks, and supplies. Food items should have a shelf-life of at least one year. Please send things that can be opened without a can opener and that your child will eat. Please label the bag with your child’s name. The following is a list of suggested items:

- Handwritten letter of comfort, family photo
- Emergency space blanket
- Large garbage bag
- Plastic rain poncho (optional)
- Antiseptic or wet wipes
- 12-hour light sticks or flashlight
- Instant hand/body warmer (find one that lasts the longest)
- Drinking straws
- Band-aids
- Plastic spoons, forks, knives
- 48-hour food and water ration
- Food suggestions include high energy/calorie bars, granola or nutri-grain bars, beef jerky, crackers, dried fruit, fruit cups, tuna cups, juice boxes, water that is packaged flat (in camping aisles)
- Pre-made kits are also available at some stores

Please turn in your child’s kit to his/her teacher by Friday, September 22.

### 11:2 Fire Drills/Earthquake Drills

The purpose of fire drills is to thoroughly instill in the mind of the pupil the correct procedure for clearing buildings so that in case of an emergency it may be done with no confusion. Great emphasis is placed upon the execution of each drill. They should be brisk, quiet, and orderly in manner. Running and talking are prohibited.

During an earthquake drill, teachers have students drop to the floor (drop), get under their desks (cover), and hold on with one hand to one leg of the desk while placing the other hand over the back of their head and neck (hold).

Students are to remain silent during a drill so they can listen to the teacher’s voice and directions.

### **11:3 Emergency Lockdown**

If a determination is made that the safety and health of students and staff are in jeopardy, an alert, “Critical lockdown!” will be issued to the staff. Upon receiving this message, the following steps are implemented by teachers and staff.

- A. Students are brought inside classrooms.
- B. Doors are locked and blinds are closed.
- C. Students remain in the classroom until an “all clear” is issued.

### **11:4 Shelter-in-Place**

In case a dangerous chemical is released in the community (as a result of a break in a natural gas pipeline, a hazardous material spill, traffic accident, or deliberate airborne chemical or biological attack) that poses a threat to students during the school day, the school would be directed by public health or safety officials to bring all students and staff indoors into predetermined areas. All heating, ventilation, and air conditioning systems would be shut down. All doors and windows would be closed and secured. This approach has proven to be safer than evacuating students into a contaminated outdoor environment.

During a chemical incident, the school facilities would be secured. To maintain that secure environment, it is requested that no one enters or leaves the building until the authorities give the all-clear. Parents are encouraged to likewise remain in a safe place until the all-clear is given and then to come directly to the school. Parents may be concerned that, during a shelter-in-place activity, they would not be able to pick up their children and might be separated from them for long periods of time. That will not happen; if the air outside the school is safe for parents to breathe, it will also be safe for their children to breathe. The school has developed a plan that uses the best possible method for ensuring the safety of students and staff members in this type of crisis. Remember, it is not the school’s intention to keep children from their parents. We merely want to endeavor to keep them safe for parents to pick up.

## Section 12 – Health and Medication Policies

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### 12:1 Illnesses

Please keep your child home when he/she has a fever, has vomited in the past 24 hours, has an undiagnosed rash or skin lesions, or other indications of illness. If your child becomes ill at school, every attempt will be made to contact the parent/guardian to pick up the child. If a parent or guardian is not available or cannot be reached, we will use the emergency contact information on file in the school office.

### 12:2 Accidents

Any student suffering a serious accident or appearing ill shall be brought to the school office as soon as possible. If there is any doubt as to whether the student should be moved, the teacher shall stay with the student and send another person to secure assistance from the school office.

In the event of an accident that requires first aid treatment, the teacher shall administer only approved first aid procedures as established by the American Red Cross. Should an accident or illness require more than basic first aid procedures, 911 will be called and the student will be transported with a staff member to the nearest hospital (i.e. Auburn Regional Medical Center).

### 12:3 Medication Dispensing Policy

By state law, the school cannot administer any form of medication (including aspirin or other non-prescription medications) to students without a previously signed statement from the parent or guardian. Prescription medication will only be dispersed after the school has received written permission from a licensed physician. Request for Medication Administration and Physician Statement of Need forms are available in the school office. Medications must be in their original containers, clearly labeled with the student's name and dosage requirements. Medication consent forms are only valid for one school year, and all medication forms must be updated at the beginning of each school year. Parents/adults are to bring the medication to the school office. Students are not to carry any medication with them at school. (Exceptions to this rule will be on a case-by-case basis. These may include inhalers and epi-pens, and students must have written permission and a health care plan in place prior to carrying their medications.)

### 12:4 Communicable/Contagious Diseases

VCS cooperates with the Public Health Department if there is an outbreak of a communicable disease. A communicable disease (contagious disease) means an illness caused by an infectious agent that can be transmitted from one person, animal, or object to another person by direct or indirect means, including transmission via an intermediate host, vector, food, water, or air. Communicable (contagious) diseases include, but are not limited to, chickenpox, conjunctivitis (pinkeye, bacterial), measles, mumps, hepatitis A, influenza, scabies, and tuberculosis. Please keep your child home from school if he/she has a

communicable/contagious disease, and notify the school immediately. The following regulations are in effect for the more common diseases:

- A. **Chicken pox:** Exclusion from school until free of symptoms and until all the vesicles have crusted (usually 5-6 days). Face and hands should be free of scabs.
- B. **Conjunctivitis (pinkeye):** A person with inflammation of the eye or eyelid shall be excluded from school until (1) the inflammation has cleared, or (2) a physician certifies that the student does not have conjunctivitis in an infectious stage, usually 24 hours after prescribed medication is given.
- C. **Impetigo:** Exclusion from school while lesions remain, or until a physician certifies the student is under adequate and continuing treatment. The student must have 24 hours of appropriate treatment prior to being admitted back to class.
- D. **Mononucleosis:** Medical release statement required to return to school.
- E. **Meningitis:** Medical release statement required to return to school.
- F. **Hepatitis A, B, or C:** Medical release statement required to return to school.
- G. **Scabies:** Student may return to school after 24 hours of prescribed treatment. (Please provide proof of treatment.)
- H. **Pertussis (whooping cough):** Student may return to school after five full days of proper antibiotic therapy and with a medical release statement.
- I. **Strep Throat:** Student may return to school after 24 hours of prescribed treatment and when free of fever.
- J. **Ringworm:** The student may return to school after 24 hours of prescribed medication treatment. The area affected by ringworm should be covered while at school until treatment is complete. (Please provide proof of treatment.)
- K. **Rubella (German Measles); Rubeola:** Medical release statement required.

## 12:5 Head Lice

VCS has a **no nit** policy. This means that any person with lice or nits will be excluded from school until adequately treated and all nits are removed. Nits, the eggs, are small, oval shaped specks that look like dandruff and are attached to each hair strand. They may be gray, white, brown, or black.

## 12:6 Allergies/Chronic Disease/Life-threatening Illness

If your child has severe allergies, a chronic disease, or life-threatening illness, please inform the office staff and teacher. A written health care plan, signed by a nurse/physician, needs to be on file in the office. A health care plan determines the action that needs to be taken if your child has a health emergency or need. This plan is shared with staff on a need-to-know basis and will include training of the staff as needed.

## Section 13 – Yearbook and Hot Lunch

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### **13:1 Yearbook**

Each year, middle school students, as an elective class, produce a school yearbook. A fee is charged to help pay for the cost of the yearbook.

### **13:2 Hot Lunch**

Hot lunch is available daily. A menu and pre-order form for lunches are sent home each month and are also available online. Cost for each lunch and milk or juice is listed on the order forms sent home each month.

## Section 14 – Playground Rules

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*Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing. (1 Peter 3:8-9)*

Students are to display Christ-like attitudes and behaviors on the playground. Obedience to the person supervising the playground is expected. Students are to show respect for God, others, and themselves. Equipment is to be used only for the purpose and in the manner for which it was designed.

The interpretation of playground rules and controls not listed here is the privilege and responsibility of the person in charge of the playground.

**Guiding Principle: Use the playground equipment safely and wisely and for its intended purpose.**

### **General Behaviors**

- A. Practice the Golden Rule: Treat others the way you would like to have them treat you.
- B. **Walk** on sidewalks at all times.
- C. Do not bounce balls against walls of buildings.
- D. Drawing and writing materials may be used at recess with a teacher's permission. Students using the materials have to sit in the undercover area or outside the new classrooms on the curb.
- E. Speak in a pleasing manner.
- F. Show respect for the teacher or person on playground duty.
- G. There is to be no chasing or playing tag close to the playground equipment, and no wrestling or playing "King of the Hill" games in playground area or on equipment.
- H. There is to be no shoving, pushing down, hugging, kissing, grabbing onto or taking each other's clothing, or rough play in both playground and parking lot.
- I. Balls may not be kicked in the play yard area. Two-square is permitted on the sidewalk by the 400 buildings.
- J. There is to be no climbing of trees, fences, or to the top of equipment like the cement posts on the Early Ed playground.
- K. Any games of chicken or dare are not allowed anywhere in the playground or on any equipment.
- L. No rollerblading, skating, or skateboarding during recess.
- M. Children should not bring toys from home to use on the playground.

### **The Slide**

- A. Slide in sitting position, feet-first only.
- B. Refrain from jumping from the top or sides of the slide.
- C. Slide one at a time down the slide – no trains or toll bridges.
- D. Wait until the slide is clear before going down.
- F. Do not walk on the slide or climb up the slide.

### **Swings**

- A. Students are to swing one at a time in a sitting position only. Lying on the stomach or wrapping feet around chains is not permitted.
- B. Students must face first grade building, not the fence, when swinging.
- C. Swings are not to be twisted or looped over the upper support to make them higher.
- D. Students are to swing without holding onto another swing or another person.
- E. Students are to avoid lying on the ground beneath, standing, or running in front of people swinging.
- F. Games of keep away or grabbing clothing from people swinging are not permitted.
- G. Those pushing a person in a swing may not run beneath the person they are pushing.  
No “underdogs.”
- H. No swinging side to side.
- I. No jumping off the swings.

### **Attention Signal**

- A. All students on a playground are to "freeze" (stop movement and listen quietly) immediately when a whistle is blown.
- B. The end of recess is marked by a long whistle, followed by a short second whistle. Following the second whistle, students are to line up in an orderly manner before being dismissed to their classroom. The teacher will be notified if there is a problem, and the class will practice during their first recess if the problem continues.

### **Parking Lot and Other Equipment**

- A. There shall be no spitting. Students who spit must clean it up with a paper towel that is then placed in a plastic bag before being thrown into the trash can.
- B. Tetherball poles are not to be climbed.
- C. Students are not permitted on the roofs.
- D. Students are not allowed to climb fences or go into adjoining yards to retrieve balls or other equipment.
- E. Students are not to throw or kick rocks, pinecones, snow, ice, or any other foreign objects.
- F. Students are not allowed to play around dumpsters, parked cars, or any other obstacles that block the view of the playground supervisor.
- G. No running or sliding on slippery surfaces such as sidewalks or wooden deck in courtyard.
- H. Students must respect boundaries set up by the P.E. teacher. (Problems will be addressed by the P.E. teacher.)
- I. A student(s) that intentionally sends a ball over a fence or roof, though it is retrieved, may not play with it for the rest of that day.
- J. No jumping from benches.
- K. Go through the tubes in one direction. Do not sit in the tubes.
- L. Do not stand or run on the benches.
- M. Do not sit on top of the gym bars.
- N. Tetherball rules: Two students per game.
- O. Students should not play “helicopters” with the jump ropes.



**Climbing Wall**

- A. One child per climbing section (four sections).
- B. Climb to the top and then down. If only one or two students are using the wall, they may also climb sideways. Do not jump off the top.
- C. Do not sit on top of the structures.

**Playground rules are in effect at all times, including before and after school hours.**

## Section 15 – Parking and Pick-Up Procedures

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To ensure the safety of our students while they are outside for recess and P.E., please follow these procedures:

1. **Morning drop-off: Preschool through Fourth Grade** students should be walked to their classrooms. **Supervision is not available until 8:35 a.m.** Please park **IN** the parking lot and walk your child to class. Parents should enter the parking lot through the driveway on the north side of our campus.
2. **Morning drop-off: Fifth through Eighth Grade** students are to be dropped off at the end of the sidewalk by the 300 building. Students should never cross the parking lot alone, so if you need to park, please walk with them to the covered areas where they wait to enter the classroom. **Students are never to be dropped off in the driveway.**
3. **Drop-off: Afternoon Pre-Kindergarten** students should be walked to their classrooms. If you walk through campus you must check in at the office and be given a visitors pass.
4. **Pick-up: Preschool, Morning Pre-Kindergarten, and Junior Kindergarten** will be dismissed from the foyer in the main church building. Parents will need to park on Second Street in front of the school. The United Methodist Church (across the street) kindly allows us to use their parking lot for short term parking. You may meet your child in the church foyer.
5. **Pick-up: Half-day Kindergarten** will be dismissed in the cafeteria. Parents will need to park on Second Street in front of the school. The United Methodist Church (across the street) kindly allows us to use their parking lot for short term parking.
6. **Afternoon pick-up: Kindergarten through Fourth Grade** students are to be picked up by the doors to their classrooms.
7. **Afternoon pick-up: Fifth Grade through Eighth Grade** students are to be picked up in front of the 300 building. Please enter the parking lot from Second Street by using the driveway, turn to the left, and stay in the line of cars all the way to the end of the 300 building. Always pull ahead as far as you can. **DO NOT** motion for your child to run to you. Someone will escort him/her out to you. **DO NOT** park your car in this line and get out for any reason. It is important to keep this line moving. Exit the parking lot through the south driveway that exits onto Third Street. If you have business to attend to at school, please park in the middle of the parking lot.

There will be **no vehicle access to the parking lot between the hours of 9:00 a.m. - 2:45 p.m.** Please move your car to the street if you will be at the school after 9:00 a.m.

## Section 16 – RenWeb ParentsWeb

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Our **RenWeb School Management Software** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet! After the second week of each quarter, parents of students in grades JK–8 will have access to the RenWeb System. Classroom teachers will input grades into the system at least once each week. VCS must have an email address for you. If we do not, please contact the school office with your email address.

**RenWeb ParentsWeb** is a private and secure website that has been set up for our school to allow you to see complete information specific to your child. You can view your child's grades, attendance, and homework as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is Internet access.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Use the Internet to log-on to the VCS homepage: [www.valley-christian.com](http://www.valley-christian.com)
- Click on the RenWeb link.
- If you are a first-time user, click on “First-time Users” and follow the instructions for entering your email address.
- If you have used RenWeb before, click on the “Parents” tab and follow the instructions.
- To access grades, click “Classrooms.” This will bring up all classes in which your child is enrolled at the school.
- Click on “Homework Summary” or “Gradebook Summary” at the top of the column for each child.
- You can access other school information regarding your child on this site, as well as email the teachers directly. Please note that grades are updated weekly, generally by Thursday.

Please call us if you have any problems or questions.

We look forward to your participation. Together, we can continue to improve our children's academic development as well as communication at school and at home.

## Appendix – Parent Service Hours Form

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This is a sample Parent Service Hours Form. Parents should remember to complete this form and return it to the school office to get credit for service hours.

### Sample

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Person Performing Service Hours

\_\_\_\_\_  
Activity

\_\_\_\_\_  
Number of Hours of Service Performed

\_\_\_\_\_  
Authorized Signature

(Office use only)

Recorded \_\_\_\_\_

# Parent Acceptance of Handbook

**Please sign and return this form to your child's teacher by Friday, October 6, 2017. Thank you!**

I acknowledge that I have received, read, and understand the policies in the Valley Christian School Parent Handbook. I agree to abide by the policies in this handbook. I understand that continued enrollment of my child/children at Valley Christian School is dependent upon my support of the staff and school policies.

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Parent signature

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Parent name (*Printed*)

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Date

Child's (Children's) name(s) with grade levels at Valley Christian School:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Note: Valley Christian School reserves the right to change any policy or procedure at anytime at its sole discretion.**