



# VALLEY Christian School

*Be transformed by the renewing of your mind. Rom. 12:2*

## **Parent/Student Handbook** 2023-2024

Administrator: Kathy Thompson  
Administrative Assistant: Jenn Rosenow  
Academic Advisor: Amanda Schulze

Valley Christian School is a parent owned, non-denominational private school. Valley Christian School does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in its educational policies, admissions policies, scholarship programs, and any other school administered programs.

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## **DISCLAIMER**

The administration and or school board reserves the right to change and/or add policies at any time and in any way to promote the Christ-centered operation of the school.

## **NON-DISCRIMINATION STATEMENT**

Valley Christian School is a parent owned, board operated, non-denominational private school. Valley Christian School does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in its educational policies, admissions policies, scholarship programs, and any other school administered programs.

## **VCS MISSION STATEMENT**

The mission of the Valley Christian School, as an extension of the Christian home, is to provide Biblically based instruction and encouragement so that every student may reach their potential of academic, spiritual, and physical development, and live a life of love and service to God and others.

## **STATEMENT OF FAITH**

Each member of the School Board, each committee, each Student, and each employee of the Corporation, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following Statement of Faith.

1. **The Word of God:** We believe that the Bible is the Word of God, fully inspired and without error, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.
2. **The Trinity:** We believe that there is one living and true God, eternally existing in three persons, that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.
3. **God the Father:** We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

4. **Jesus Christ:** We believe in Jesus Christ, God's only begotten Son, true God and true man, conceived by the Holy Spirit. We believe in His substitutionary atoning death, bodily resurrection, and ascension into heaven, perpetual intercession for His people, and personal visible future return to earth.
5. **The Holy Spirit:** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is the abiding helper, teacher and guide.
6. **Regeneration:** We believe man was created in the image of God, but fell from Grace with original sin. We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.
7. **The Church:** We believe in the universal church; a living spiritual body of which Christ is the head and all regenerated believers are members. We believe in the local church, consisting of a company of believers in Jesus Christ.
8. **Christian Conduct:** We believe that a Christian should live for the glory of God and the well-being of his fellow men; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full stature of maturity in Christ.
9. **The Return:** We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal joy of the righteous, and the endless suffering of the lost.

## **Final Authority in Matters of Belief and Conduct Statement**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth and morality. For the purpose of VCS's faith, practice, policy, and discipline, our School Board is the final interpretive authority of the Bible's meaning and application.

## **Marriage, Gender, and Sexuality Statement**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex, socially or otherwise, is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10). We believe that in order to preserve the

function and integrity of VCS as a Christian ministry, and to provide a biblical role model to the VCS families, it is imperative that all persons employed by VCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

## **Marriage Policy Statement**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, VCS will only recognize marriages between a biological man and a biological woman. Further, the School Board, administrator(s), faculty and staff of VCS shall only participate in weddings and solemnize marriages between one man and one woman.

## **Sanctity of Human Life Statement**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

## **THE PURPOSE AND PHILOSOPHY OF VALLEY CHRISTIAN SCHOOL**

Valley Christian School (VCS) exists to assist parents with the task of educating their children in the light of God's Word; to train and educate in a Biblical worldview.

## **NON-PROFIT**

Valley Christian School is a private non-profit Christian school, and we work hard with each family to make private education affordable. VCS is a ministry, and we are not in this for the money. If your family is not eligible for Wisconsin School Choice (voucher program) and you cannot afford the tuition, you may apply for a financial discount through FACTS.

Because we offer reduced tuition to those who need it, we are always in need of support from the community. Please consider giving to the school to help ensure that we can continue to provide vital educational services to all who need them. As a 501(c)3 tax exempt organization, all donations are tax deductible.

## **THE ORGANIZATION OF VALLEY CHRISTIAN SCHOOL**

### **Article XVIII Nondiscrimination**

The Valley Christian School Admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

## **The Valley Christian School Board**

The VCS Board is responsible for the direction and operation of VCS.

## **The School Administrator**

The administrator(s) shall assure optimum standards of practice in the operation of the school and staff as directed by the VCS School Board.

## **Other Staff**

All VCS staff are available and willing to be of assistance to students, to respond to inquiries, and to work with parents to assure high quality educational programs.

## **Personnel**

Valley Christian School is dedicated to equipping your student to become a strong Christian leader. Our School Board, administrators, teachers, support staff, coaching staff, and volunteers are committed to the mission and purpose of VCS. Our foundational documents affect all administrative decisions, social activities, and sporting activities, as well as the daily atmosphere in the classroom. All VCS personnel display a genuine desire to serve the Lord and a dedication to excellence in education. Together we will partner with parents and churches to develop strong Christian leaders. Each day at VCS, we are blessed to see students growing, maturing, and academically succeeding in the classrooms and throughout the campus.

*“Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms and spiritual songs with gratitude in your hearts to God. And whatever you do whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the father through Him.” Colossians 3:16-17*

## **FUNDRAISERS & VOLUNTEERING**

We ask that parents with students attending VCS put in 15 hours per family of school participation time. This can include helping in the classroom, chaperoning field trips, helping with school activities, or meeting other school needs such as office projects or work around the campus.

Another area for volunteering is helping out with school fundraisers. Because tuition does not cover all school costs, VCS participates in several fundraisers throughout the year including:

- **Fall Harvest Fundraiser**
- **Greenery Sale**
- **Christmas Bake Sale**
- **Spring Clean-a-thon**
- **Golf Tournament**

These events can't happen without help from our parents, and volunteering to help plan or run fundraisers can count towards your school participation time. Since the school choice program covers the full cost of education,



parents with school choice student(s) are not required to complete these hours, but their participation is always welcomed and encouraged!

## **ADMISSIONS PROCEDURE**

1. Parents and student(s) are given a copy of the Valley Christian School Parent/Student Handbook and asked to read through it.
2. Parents are given a copy of the Valley Christian School registration packet as well as a Pastoral Reference form to be completed by a pastor of the church to which the parents and student(s) belong.
3. When the registration packet and Pastoral Reference form are completed, an interview with the School Board will be scheduled. During this interview, the philosophy, mission, and beliefs of Valley Christian School will be reiterated and discussed with the prospective family.
4. When applicable a test for grade level placement will be administered.
5. Upon notification of acceptance, parents and students are asked to attend the Fall Parent Meeting as listed in the school calendar.
6. It is expected, upon the admission of a student to Valley Christian School, that the parents will be in full support of both the Biblical philosophy and educational program offered at Valley Christian School, and that they must sign the agreement located in the School Handbook indicating this support. Students in grades 4-12 are also asked to sign the Statement of Faith.
7. If an applicant is rejected or does not complete the application online, or does not turn in the necessary paperwork in order to attend Valley Christian School, the applicant may appeal. The applicant must submit the appeal in writing to the School Board president within 48 hours of being notified of rejection. This appeal must include a statement of why they want to attend Valley Christian School and a personal statement of faith. The school board will then have seven days to review the appeal and notify the applicant of their decision.

NOTE: School choice parents may choose to opt out of our admission requirements however they must meet state income, residency, prior enrollment and, if applicable, age requirements of WPCP. If proof of eligibility is not provided, the School Board may reject the applicant, and the parents will have five working days to provide the missing documentation in order to overturn the rejection. The school will have five working days after receiving proof of eligibility to respond to the appeal.

## **FINANCIAL POLICY**

1. A non-refundable registration fee of \$150/family is due at the time of registration. This fee may be waived if families enroll or re-enroll during specifically designated time, such as Ed Fair, but otherwise will be applied to all applicants.
2. No family will be allowed to register students for the upcoming year until all outstanding balances have been paid or arrangements have been made with the school board.
3. Tuition must be paid in full prior to the 1st day of school or a payment plan must be set up through a FACTS account for automatic withdrawal.
4. Tuition assistance is available through the VCS scholarship program. Eligibility is awarded annually after a review by the School Board. For families receiving assistance, the scholarship is dependent on the student's account remaining current (i.e. the scholarship will be forfeited for any month where the parent share is not paid by the due date). If seeking Tuition Reduction or a Hardship Scholarship (both based on school budget and available funds), families must submit their previous years tax returns with all schedules by July 15th. Returns can be dropped off, mailed, or emailed to [billing@valley-christian.org](mailto:billing@valley-christian.org). Tuition Reduction and Hardship Scholarships are not guaranteed.
5. If a balance is two months past due, parents will be contacted and informed that their student(s) will not be allowed to return to school until all accounts are current.

6. Transcripts, diplomas, records, and report cards will not be issued to families with outstanding balances until all accounts are current. Transcripts, diplomas, records, and report cards cannot be held from participating WI choice students.
7. For families with outstanding balances who no longer have student(s) enrolled, collection will be pursued through letters and telephone contact for six months. If these attempts fail, the accounts will be turned over to a collection agency. If turned over to an agency, a surcharge will be added to the outstanding balance.
8. If a student is registered at VCS, but never attends, a full tuition credit will be given. For students who withdraw after the first day of school, 50% of the tuition due for the remaining school year will be credited.

## **SCHOOL DAY POLICIES**

### **School Hours**

Normal school hours for K-12 are 8:00 AM - 3:10 PM. Students are to be in homeroom or class by 8:00 am in the morning and be picked up no later than 3:30pm. VCS strongly discourages the arrival of students before 7:45. Should students arrive before 7:45am or remain on the school grounds after 3:25 pm (except when participating in a school function), they will not be under the supervision of the VCS staff. They may be required to stay in a designated area, or may not have access to the building. At 3:25 pm, any remaining students will be sent to the office to call home, and students will wait in the lobby area outside the office. After five instances of unexcused late pick-ups, the family will be called to meet with the school administrator, and there may be consequences for parents if the issue persists.

The school takes responsibility for students from when the student arrives at school until they depart between the hours of 7:45am until 3:25 pm. Under no circumstances is a pupil to leave the school building during the school day without the knowledge and consent of the classroom teacher and the school office. Students may not leave the school grounds without parental permission and being signed out at the office (see K-12 Early Pick-Up).

### **K-12 Arrival & Dismissal**

All students must be in their homeroom or classroom by 8:00 AM. Arrival after 8:00 AM is marked as tardy. If students arrive after this time, they must either be accompanied by a parent or have a signed parent note to be marked as excused. Upon arrival, students must go directly to their designated areas. Failure to do so may result in an unexcused absence. See attendance section for further explanation of tardies. There will be consequences for habitual late arrival to school.

### **Student Drivers**

Student drivers must park along the farthest row in the lot closest to the side entry door. Overflow will be along the farthest row in the lot closest to the church entry. Students must not park in the middle rows. All students will enter the building through the side door. K-6 students riding with a sibling must be escorted by their sibling directly downstairs to the office lobby. K-6 students will be marked tardy if they are not in their classroom by 8:00 AM. After dismissal, students should exit from the side door after retrieving any younger siblings. Student drivers must merge into the carpool lane to exit the parking lot. We also ask that student drivers merge into the exit lane and leave parking lot via exit near the buses (as all traffic will). Violation of this will have consequences as determined by the school admin.

### **Carpool Lane**

## **Drop off**

All parents dropping students off at VCS should deliver them to the sidewalk outside the side door of the building, following directions to stay in the drop off lane. Parents should not leave their cars while in the carpool lane. If they need to go inside, they must drop their students off and then park in the visitor parking area. K-6 students will be required to go to their classroom. Middle school and high school students will be free to go and get ready for homeroom.

Any students arriving after the beginning of school should enter through the side door. If they are K-4, a parent must accompany them into the building. Older students may enter alone, but they must have a signed parent note in order for the tardy to be excused. Without a note, phone call, or email, a tardy will be considered unexcused (see Settling Truancy).

## **Pick Up**

At the end of the school day, parents should pick their children up at the front entrance. A teacher will be present in the parking lot from 3:10pm-3:20 pm calling for students to be sent out for each car. Students will be responsible for coming up to wait on their own, so it is possible that not all students may be ready to come out when the parent arrives. In this case the parent can park in the visitor parking area and go in to find their student, or they can loop around and come back. Parents are not allowed to leave their cars while in the carpool lane or to sit in the lane waiting for students to arrive. After 3:25 pm, any students who have not been picked up will be sent to the office to call home, and after that time, parents must park and come into the office to retrieve their children, and there will be consequences for habitual tardiness.

## **School Bus**

Students that live in the Osceola School District or need a ride to a location in the Osceola School District may ride the Osceola Public School Bus. The bus drops off at VCS and picks up at VCS. Please contact Steve Leslie at the Osceola School bus garage to make these arrangements and report your child's information and address of pick up and drop off location. You must make these arrangements. VCS does not set this up. Please also note the difference in school calendars between VCS & Osceola, so you have transportation on days Osceola is not in session and VCS is. Students who ride the bus will arrive at school slightly after the beginning of classes and will be required to leave before the end of the last period. This will not be considered as an absence or tardy. Please notify the office that your child will be riding the bus.

## **K-12 Early Pick-Up**

If a student needs to leave school before the end of the school day, the VCS office must be notified. Parents must notify the office either by note, email, phone, or in person if a student needs to leave early. After 2:15 the notification MUST be through verbal communication and confirmation.

- Parents must come into the school to pick up the child and sign them out by the office with time, date and a parent signature.
- Students may not be picked up from individual classrooms, they must be signed out at the office.
- Arrangements with the teacher should be made regarding homework and class lessons missed ahead of time or work may be considered incomplete or late.
- Student drivers may sign themselves out with prior permission from a parent/guardian. This must be given through email or a written note with a parent signature.

## Transportation

The school cannot be responsible for transportation of students outside of school hours or school activities. Parents are encouraged to establish car pools or to utilize the Public School Bus system by calling the Osceola Bus garage. Student drivers are not allowed to drive other students other than their siblings during school hours. With consent via email or a signed note from all parents involved, permission may be granted for a student to drive another student(s) for school related extracurricular activities (i.e., sports, student leadership etc.).

## ATTENDANCE

Students are expected to be in school consistently. Class time is extremely important for academic success, and excessive absences have a detrimental effect on both individual students and class dynamics.

If a child will be absent or tardy to school, the parent should call the office as early as possible in order to alert the office of the expected absence. This allows us to properly plan and ensures that students are not unaccounted for during the school day. Absences may be deemed excused or unexcused depending on the circumstances. In order for an absence to be considered excused, the office must receive a note from the parent (physical or email) within two school days of returning to school for unplanned absences or one week in advance for planned absences. By Wisconsin state law, parents may excuse their children from school at their own discretion for no more than **ten days in a school year**. Any absences excused by an official doctor's note will not count towards this total. The doctor's note must be turned into the office within two days of the student's return to school.

Unplanned absences (must be excused via note or email within two days of the student's return) include:

- Illness
- Family emergencies
- Car problems that prevent getting to school
- Bad weather/Traffic accidents

Planned absences (must be excused at least one week in advance via note or email) include:

- Vacation
- Family Events - Weddings, Funerals etc. (in the case of a funeral, a week's notice is not required, however you must let the office know as soon as possible)
- College Days - Any Junior or Senior may be excused for up to three days per year to visit colleges. Arrangements must be made in advance with the Admissions Department of the college, and the VCS administrator must be notified before the absence. These days will not count as parental discretion days if documentation is turned in to VCS from the college or university.
- Professional & Medical Appointments

## Make-up Work for Absences

Students who have been absent will need to complete all work outlined by the teacher. For elementary students, parents should contact the teacher directly to find out what is required. Students in grades 6-12 are responsible for filling out a planned absence sheet and setting up deadlines with their teachers. In some cases students may need to stay after school in order to complete certain assignments or tests. Arrangements must be made with the teacher.

## Settling Truancy

Students who accumulate unexcused absences or unexcused tardies will be considered truant. Time missed due to

truancy must be made up hour for hour, and this will be done through after school detentions. Needing to attend sports practice or other after school activities does not dismiss students from truancy detention.

K-6 will not be penalized for excused tardies.

One unexcused absence (equivalent to ~6.5 hours) will require 13 half-hour detentions to be settled, and three (3) unexcused tardies will require one half hour detention to be settled.

Absences and unexcused tardies will be tracked weekly or bi-weekly and settled as soon as possible. Any absences or unexcused tardies that have not been settled by the end of the year must be settled during the week following the last day of school.

Failing to settle all truancy for a school year will result in the student being put on probation for the following year. Failing to settle all truancy for two school years in a row may result in expulsion.

### **Habitual Tardiness - Late Arrival to School**

For students in 7th - 12th grade for every 3 unexcused tardies in one quarter to homeroom or the same class period, the student will be required to serve one half-hour detention after school.

For students in K - 6th grade that habitually arrive late to school, a parent meeting will be scheduled with the administrator to discuss the issues that may be involved and the importance of attendance and being on time.

## **INCLEMENT WEATHER**

If it is necessary to close or delay school due to inclement weather, Valley Christian School will notify all families through email or a post on our Facebook page. KARE 11 will also be informed of VCS closures or late starts. Parents are encouraged to use their best judgement regarding sending students to school in questionable weather. We have students coming from many different locations where weather can be different from that in Osceola, Wi. Our intention is always to use wisdom during inclement weather, but we respect your decision when keeping students at home. Safety comes first.

In the case of a prolonged unexpected school closure, learning will continue via the VCS eLearning system. Please see eLearning policy for more in-depth guidelines.

## **MEDICAL GUIDELINES**

Parents must submit a medical history for each student including a current immunization record.

If a student needs medical attention while at school, school officials will call the parent, the emergency contact listed on the registration form, or the doctor listed on the registration form (in that order). In the event of an emergency, EMS will be contacted immediately, even if the parent cannot be reached.

Staff members will not be allowed to administer any medications to any student without written permission from the parent which should be kept on file in the office. Any medications must also be provided by the parents and kept in the office with the student's name and instructions for administration attached.

## Infectious Diseases

1. The decision about admitting or continuing to enroll infected students will be based upon the evaluation of the disease, the behavior, neurological development, and the physical condition of the student. Interaction with others in the school environment will also be considered in this decision.
2. Universal precautions in regard to bodily fluids (especially those containing blood) will be followed to prevent the spread of disease.

## Communicable Childhood Diseases

After being diagnosed with any of the following diseases, parents must work with teachers and the administrator to determine a return date.

- Chicken Pox
- Measles
- Mumps

## Guidelines For Deciding Whether to Send Your Child to School

© Polk County Health Dept.

- **Fever:** 100 degrees or higher: A fever is a sign of illness. A child with a fever should not attend school.
- **Vomiting / Diarrhea:** Your child needs to be free of vomiting for 24 hours before returning to school. A child who is having frequent diarrhea stools should not attend school.
- **Sore Throat / Colds / Cough:** Minor cold symptoms (including mild sore throat) are common and usually don't interfere with school attendance. However, a persistent, frequent cough and/or constant nasal drainage may affect your child's performance at school, and he/she may be more comfortable at home.
- **Rash:** A rash may cover the entire body or only one area. A child that has a rash that is draining, has open areas or is causing the child to itch excessively should not attend school. A rash accompanied with other symptoms such as; a fever, headache, sore throat, irritability, vomiting, etc... should not attend school. All of the above conditions may put other students at risk of infection.

## LUNCH

Students need to bring packed lunches. There is a limited amount of refrigerator space to keep student lunches cold. A few microwave ovens are available for student use. Please be aware that there are limited microwaves. Meals that need to be fully cooked in the microwave are not appropriate lunch items.

Your student should be able to eat his/her lunch with minimal help. While the supervising teachers for early elementary can assist students in heating their food in the microwave, they are not responsible for cutting up food, opening containers, etc. Please ensure that lunches provided for your child are appropriate for their age and abilities.

PLEASE NOTE: Due to severe allergies of some students, VCS is a "tree nut-free" school. This includes peanuts, almonds, brazil nuts, cashews, chestnuts, filberts, hazelnuts, hickory nuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts. If nuts or products containing nuts, or made in a nut factory, are accidentally brought to

school, the item can be held at the office until the end of the day if the package remains unopened. Please encourage your student to check labels for “Contains Nuts” or “Contains Tree-nuts” before opening granola bars, trail mixes, crackers etc. If the package is opened, it will need to be discarded. If you send your student with a sandwich that contains an alternative butter (e.g. sunbutter), please be sure to include a note so that their lunch is not mistaken for containing nuts.

## **RECESS**

Recess is part of all elementary classes (Kindergarten-6<sup>th</sup> grade) and is always supervised by at least one teacher. All classes have a 30 minute recess in the afternoon, and some classes may also have a morning recess. Recess takes place on the school grounds surrounding the playground, weather permitting. K-6<sup>th</sup> grade students must wear coats outside during the winter months if the temperature is below 50 degrees. If conditions are below freezing or snowy, snow pants, boots, hats, and gloves/mittens are required. Students who do not bring functional clothing will be able to use items from the VCS lost and found. Please do not depend on this supply. Multiple days of a student not bringing outdoor wear when necessary will merit a call home.

General Rules:

- Use the sidewalks to enter and exit the playground area.
- Make sure to stay within the playground boundaries and within eyesight for the recess teacher.
- Do not play in the parking lot unless the teacher on recess duty has approved it (i.e. due to mud).
- Do not enter the school without permission from the teacher on recess duty.
- Always play within sight of the teacher on recess duty.
- Do not throw objects that may cause damage to people or property. (The throwing of snowballs is not permitted in the vicinity of the school.)

\*Teachers may have additional rules for their own class and/or during their recess duty.

## **VISITORS**

We welcome visitors, but all in-classroom visits must be approved by the administrator at least two days in advance at which point the teacher(s) will be notified of the planned visit. For student visitors, approval will also require a signed request from their parent(s). All visitors must abide by all of the rules and regulations of the school, and they are required to sign in and out in the office in order to receive a visitor badge. Wandering the school without a visitor badge is not allowed, and anyone found in the school without one should be escorted to the front office. Students should never let someone into the school by opening the door for them, even if the student knows the person.

## **MOVIE POLICY**

Teachers may show movies in their classrooms for either educational or recreational purposes. If the movie is rated higher than “G” (K-6th) or “PG” (7th-12th), the teacher must send home a permission slip at least one day prior to showing the movie. Any student who does not have a signed permission slip will do an alternate activity in another classroom. Students cannot be denied credit for not watching a movie, but they may be required to complete an alternate assignment.

## **TECHNOLOGY**

Valley Christian School, in an effort to ensure student safety surrounding technology use at school, will require each user in grades 3rd -12<sup>th</sup> grade to read, sign, and return the “Technology Code of Conduct and Usage Agreement.”

## **Cell Phones and Electronic Devices**

Student cell phones and electronic devices (smart watches/iPads/tablets) must be turned into the school office upon arrival. It is discouraged for students to store phones in their car. Cell phone and/or electronic device use is not permitted during the school day at any time except as part of a class activity. This is to allow students to have the best learning and social experience possible during the school day. If a student is found to be in possession of a cell phone or electronic device during the day, the device will be confiscated and brought to the school office, and it will not be returned until a parent comes to pick it up. Consequences will be handled according to our Code of Conduct & Discipline Policy.

If a student needs to make a call, they may use the school phone or their cell phone with the permission of the secretary or the administrator. Non-emergency calls will not be allowed during the school day, and the necessity of a call will be determined by a VCS staff member. Parents may contact the school if they need to reach a student.

## **Personal Computers**

Students are not allowed to have personal computers, tablets, ipods, etc. at school except by specific office approval. Special approval may be granted due to specific circumstances such as taking multiple online classes. In these cases, the personal computer must be turned in to the school office each day upon arrival where it will be stored with the school's laptops. The student may sign out their own laptop at the beginning of a study hall or class with the permission of their teacher, but it must be checked back into the office before the end of that period.

If a student is found to be in possession of a personal computer that has not been approved by the office, the computer will be confiscated and kept in the office until a parent picks it up. Consequences for repeated offenses will be handled according to our Code of Conduct & Discipline Policy.

If an approved personal computer is not properly turned into or checked out from the office, the student will lose the right to bring their laptop to school for one week (1st offense) or permanently (2nd offense).

## **Music & Headphones**

Students in 9th - 12th grade are permitted to use their headphones during study hall for academic purposes if the device is not

## **Student Email Policy**

All students, 6th-12th grade, will be given a *@valley-christian.org* email which can be used to communicate with teachers and other students. For students in 1st-5th grade, the usernames and passwords will be given to parents. Older students will be allowed to use their emails for both schoolwork and communication.

Emails to or from addresses outside of the *@valley-christian.org* domain are not possible from student addresses. Students MAY have personal email accounts which are unique and separate accounts from those provided by the school, but the school is not responsible for monitoring these accounts, even if they are used at school.

## **Use of Student Email**



Email is a powerful communication tool for students to increase communication and collaboration. 6th-12th grade students are encouraged to check their email at least once per day.

Students may send and receive email from their teachers regarding class assignments, class content, etc. Teachers are expected to respond promptly to student emails, but they are not required to answer student emails outside of their regular work day. Students are highly encouraged to ask any questions requiring an immediate answer during class or before leaving after school.

Students may also send and receive emails from other students to collaborate on group projects and assist with school classes.

### **General Email Guidelines for Students**

- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send an email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

### **Monitoring/Filtering of Email**

The school reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Student email that is sent and received at the school domain will be monitored and filtered for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be blocked from delivery, and discipline may follow if necessary. Because all email files remain the property of the school district, no one should have any expectation of privacy regarding their communications through their school email address.

## **SCHOOL PHOTOS**

Any photos taken during school activities may be used in newsletters, yearbooks, VCS Instagram, VCS Facebook accounts, or other school publications. Consent for the use of these photos is assumed unless a signed notice of refusal is received from a parent.

## **CHAPEL**

Chapel takes place every Wednesday from 10:00am - 10:50am and includes the entire school body. Our student worship team leads us in praise & worship and we hear from a guest speaker. We have a variety of special guest speakers from our local community and around the world.

(According to the state law, families using the school choice program are allowed to opt out of Chapel and Bible class. They will not be suspended or expelled for doing so. We do not encourage missing these important times of education, leadership, community and experiential learning. All school choice parents must submit a written request to the VCS office to opt out of chapel at least three weeks prior to the start of school so that alternative educational programming can be arranged.)

## DRESS AND GROOMING STANDARD

The purpose of the dress standard is to honor the Lord and to be a positive witness in our clothing choices. These standards are not designed to be confining or controlling. Comfort is very important when attending school, and we want every student's experience at VCS to be enjoyable and rewarding. However, we ask students to consider the fact that the way they present themselves can contribute to a good learning environment and a positive presentation of our school. These dress codes are in effect for all school activities, including field trips and school sponsored events (except for the Formal which has its own guidelines).

Girls may wear skirts, dresses, slacks/pants, modest shorts, and jeans. All shorts must come to the fingertips when their hands are at their sides. Skirts or dresses worn without leggings must come to the knee cap. Dresses with leggings underneath should reach at least the tips of the fingers when the student's arms are at her sides. All skirts and dresses should allow for movement without being revealing, including slits (bending down, going upstairs, etc.). Clothes should not be clingy or overly tight. Pants or jeans must be fully intact (no distressing, frayed, or holes permitted). Leggings (or anything similar) are not considered pants/slacks and are not permitted unless worn under a skirt or dress. T-shirts and tops may be sleeveless, but they should have modest necklines, completely cover the stomach, and fit well around the arms. Hoodies/sweatshirts are permitted on non-chapel days. Spaghetti straps or racer back shirts are not allowed.

Boys may wear slacks/pants, modest shorts, or jeans, and loose fitting athletic wear. Shorts must be modest and reach to the fingertips as the student's arms are resting at his sides. Pants or jeans must be fully intact (no distressing, frayed, or holes permitted). Shirts may be button-down, polos, t-shirts, or sleeveless shirts, but they should completely cover the stomach and fit well around the arms. Hoodies/sweatshirts are permitted on non-chapel days.

Clothing may not have references to alcohol, drugs, or any other inappropriate themes, signs, symbols, or language. All students are required to wear shoes at school, especially while outside. If a student is cold, they are encouraged to bring a sweater. Wearing a coat during class is discouraged and wearing a blanket during school hours will not be allowed.

No hats are permitted for either boys or girls.

Should gym class fall on a Wednesday, 6-12th grade students may still wear athletic wear during gym class. Dress should still be modest and follow all other guidelines. Students must immediately change into their typical dress code clothes after gym class.

If clothing is considered inappropriate or out of dress code, the student will be asked to change into something appropriate. If they do not have other clothing with them, the student will call his/her parents to pick him/her up to go and change clothes. If the parent is unable to pick up their student, the student may be asked to sit in the lobby for the remainder of the day.

**A good rule of thumb is if you think it will be out of dress code, leave it at home.**

Good hygiene and grooming are appreciated by everyone at the school. Facial hair for the boys is acceptable, but must be neatly trimmed and clean. If a student has ongoing hygiene issues, the office will contact parents in order to work with them in finding a solution.

Makeup, hairspray, perfume, cologne, hairdryers, curling irons, etc. are to be left at home.

## **Chapel Dress Code**

All students must dress up for Chapel Days,. This dress code is in force for the entire Wednesday school day. Girls should wear a dress, skirt, or dress slacks (**not jeans or cargo pants**) with a nice blouse. Length of skirts, pants, and shorts are to follow the above code. Boys should wear dress pants or dress shorts (**not jeans**) with a collared, button-down dress shirt and a tie. Pull-over sweaters are allowed (but not hoodies) on Chapel Days. Students are encouraged (but not required) to wear dress shoes, but flip flops are not allowed on Chapel Days.

Keep in mind that we do have guest speakers, and we want to present our school well.

## **WEAPONS**

No knives (including pocket knives) or weapons of any kind are permitted at VCS. Exceptions (such as non-loaded war items used in history class) will need to be approved ahead of time by the teacher and administration. They must be brought in by a parent and delivered directly to the office. The items will remain in the office all day, except for the class period it is needed during which it will be the responsibility of the classroom teacher.

Our school's first responsibility is the protection of all of its students. Therefore, if a student brings a weapon to school or to a school function, or is found to have a weapon in his/her possession, the school will suspend the student pending a hearing to determine the student's continued enrollment. If a student discovers a knife or weapon in their things after arriving at school, they must turn it into the office immediately if they wish to avoid suspension. The final decision concerning suspensions will be made by the administrator based on the type of weapon and the manner of its discovery.

In the case of suspension, parents are advised that the school will contact the local police or appropriate authorities and will note in the student's permanent record that he/she was suspended for possession of a weapon on school premises or at a school function. Possession includes, but is not limited to, having a weapon on their person or in a locker, book bag, purse, or vehicle.

VCS urges you as parents to pray daily that God will build a wall of protection around each of our families, students, and staff, and that no evil influence of any kind can get through to hinder His work in the lives of these wonderful young people.

## **PARENT EXPECTATIONS**

Be respectful of school staff and students and display Christ-like behavior in speech that is edifying. Respect the judgment, professionalism, and commitment of faculty with respect to their children's academic and character development. **Parents are responsible to know and adhere to all school policies.** (CCCS)

## **CODE OF CONDUCT & DISCIPLINE POLICY**

Students, parents, and school staff are expected to behave with respect and submission to proper authorities. True freedom is not doing what one wants to do, but what one ought to do. It is the desire of VCS to uphold guidelines found in Scripture to enhance this freedom. Certainly, self-control and submission are necessary not only for freedom, but also for freedom in Christ.

Each of us should strive to be considerate of all others, regardless of racial, religious, economic, or political background. Courtesy to teachers, school employees, other students, and visitors is a tradition at our school, adults are to be addressed with “Mr.,” “Mrs.,” “Miss” and the last names. First names are not to be used. Students are expected to treat all adult employees of the school with courtesy and follow any request or direction given by them unless those instructions directly contradict scripture or create a situation of danger for themselves or others. They are expected to follow all school and classroom procedures and rules and respect the property of others’. Teachers’ desks and files, other students’ work areas, buses and other vehicles, the sanctuary, storage rooms, and the school office are all off-limits to students without specific permission.

VCS recognizes that while Scripture does not provide specific teaching regarding all social practices, it does advocate self-restraint. The question one should ask is, “Based upon the Scriptures, is this a wise thing to do?”

The school administration places great emphasis on the student’s attitude towards the authority that is over them and on their willingness to be taught. The following verses speak to this value:

- *“Obey your spiritual leaders and do what they say. Their work is to watch over your souls, and they know that they are accountable to God. Give them reason to do this joyfully and not with sorrow. That would certainly not be for your benefit.”* Hebrews 13:17
- *“You younger men, accept the authority of the elders. And all you, serve each other in humility, for God sets himself against the proud, but He shows favor to the humble.”* 1 Peter 5:5
- *“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”* 2 Tim. 2:15

**Respecting God and His standards is a twenty-four hour a day job!**

## **Partnership with Parents**

Discipline is an area where the partnership between parents and the school is paramount. Parents should only enroll their student(s) in VCS if they share the core values illustrated in the Faith Statement, Code of Conduct, and General Rules & Behavior Standards. In all disciplinary matters, the school endeavors to work with the parents in carrying out its policies. Discipline is only effective in the heart and life of the student if the parents and school are working in harmony.

## **Confession and Forgiveness**

Students who find themselves in violation of any of the behavior rules or code of conduct described in the school handbook should, on their own initiative, confess the situation to their parents and then seek out a teacher or administrator to tell them about the situation. If other students are involved in the violation, the student should speak to them first and encourage them to speak to their parents and then to the school authorities.

The disciplinary consequences may be less for students who seek out their parents and the school authorities about an issue because one of the purposes of discipline is to lead the person to repentance.

## **BEHAVIOR PLAN**

Teachers will determine the method and severity of consequences for misbehavior and refer students to administration based on the direction outlined below. They will have the support and guidance of the administrator while being enabled by their good judgment and reliance on the Holy Spirit, our One True Counselor.

The following is a guiding system with directives for behavior based on possible outcomes and the question, "Was this successful?" Beginning with an ideal student posture of "Respectful, God-Honoring Behavior," we have a plan for "next steps" leading back to the classroom and reconciliation should our fallen nature require discipline.

**Respectful God-Honoring Behavior:** When good behavior takes a turn toward problem behavior the following steps will be followed.

**First Correction:** The teacher asks, "Is this a referral to the administrator's office?" If the answer is "No" then the teacher will give a warning or have a conference with the student. If the answer is "Yes" then the administrator will determine an appropriate Restorative Consequence. Teachers must log all discipline issues in JMC's module.

From this first problem behavior and correction, the question will be, "Was this successful?"

**Following Corrections:** The teacher repeats actions outlined above. If it is not a referral to the administrator's office, the teacher will choose a Restorative Consequence. If a student is referred to the administrator's office then the administrator will determine an appropriate Restorative Consequence.

Following all behavior and consequences, the question will be, "Was this successful?" If the answer is "yes," the student returns to class. If the answer is "no," we repeat the process. Should detentions be assigned, they will be followed in order as outlined below.

### **Restorative Consequences:**

First Option - Warning/ Conference with student

Second Option - Lunch/recess Detention

Third Option- Phone call home

Fourth Option- After School Detention

Fifth Option - Restitution time during lunch/recess/ after school

Sixth Option - Suspension by administrator (In school or out of school at administrator's discretion)

### **Detention:**

First Detention - Requires a call home.

Second Detention - Requires a call home and student meeting with teacher.

Third Detention - Requires a call home and meeting with student, administrator, teacher.

Fourth Detention - Requires a meeting with student, administrator, parents, and teacher. This fourth detention may place students on suspension.

## **Lunch Detentions**

As an intermediate consequence, students may sometimes be assigned lunch detention. Students are still allowed to eat their lunch during the lunch detention but may not talk, interact with others, or attend recess. Lunch detention will be held in an assigned classroom. If a student has permission from a staff member to reschedule their lunch detention, he or she must inform the office staff with written permission from the staff member. If a student does not serve his lunch detention he will be assigned an after school detention.

## **Restitution Time**

At times, a student may arrange with a teacher to complete restitution as a consequence. Restitution consists of spending an allotted time with a staff member cleaning or completing tasks around the school grounds. If the student completes the requirements for the restitution time, the supervising teacher will inform the office staff.

## **After School Detentions**

Students will be notified by a staff member when a detention is given. Parents will be informed if their son or daughter receives an after school detention with at least a one-day notice via phone, email, or in person.

There are three categories of after school detentions: Behavior, Academic, and Tardy Detentions.

- Behavior Detention: given for behaviors (separate from academics) that warrant a detention.
- Academic Detention: given for academic infractions such as not turning in homework consistently, failing to make up a test, quiz, or project that was missed within a period of time decided on by a teacher.
- Tardy Detention: given for arriving late or leaving school early (without completing chores or making arrangements).

A student may not participate in any extracurricular activities on after school detention days until his or her detention has been served. Extracurricular activities and work are not valid reasons for missing a detention. If a student misses a second detention, a suspension may be assigned. Each category of detentions (listed above is counted separately within a quarter. Detention counts reset at the start of each quarter.

- Detention #1 will require a call home.
- Detention #2 (in one quarter, in the same detention category) occurring in the same quarter will require a call home and the student meeting with teachers.
- Detention #3 (in one quarter, in the same detention category) occurring in the same quarter may result in a suspension and a meeting with the administrator and parent(s). The suspension would replace the requirement to serve detention.

If needed, a student may reschedule a detention one time but must communicate this with an on-duty detention teacher or office staff member. If the student does not communicate this with an on-duty detention teacher or an office staff member, he will automatically receive an additional detention. After one approved reschedule, the student must serve the detention or will receive an additional detention.

### ***Behaviors That Warrant an Automatic Detention***

- Cheating on an assignment
- Disrespect to a staff member
- Extreme disruption of class
- Inappropriate contact with another student
- Lying to a teacher or staff member
- Repeated disobedience or defiance in the classroom
- Stealing from another student or staff member
- Tardy to homeroom or the same class 3 times in one quarter
- Unsuccessful completion of a Detention, Lunch Detention, or Restitution Time.
- Use of vulgar language.
- 3 dress code violations in one quarter
- Failure to turn in phone to office 3 times in one quarter.

### ***Detention Reflection Paper***

A detention reflection paper is a form filled out by students while they are in detention to encourage them to more fully understand the decisions they have made, how these decisions affect their life, how these decisions affect the lives of others around them, and most importantly, how these decisions affect their relationship with God. The classroom/detention teacher may find using this form an effective way to work with students in building Christian character

### ***Out of School Suspensions***

A suspension requires that a student remain off campus under his or her parents' supervision for one or more days as a disciplinary consequence. Students suspended in the middle of the school day will be sent home immediately.

If a student receives a suspension, he or she cannot attend any school sponsored practices, rehearsals, competitions, performances, or events until the suspension has been completed and the suspension reentry meeting has been held.

Reentry into the student body after a suspension will require completion of a suspension reflection paper and a conference with the parent(s) before the student will be re-admitted into the school community. Conferences will require the following parties in attendance.

- First Suspension - Administrator, parent(s), student
- Second Suspension - Administrator, parent(s), student, teachers(s)
- Third Suspension - The administration may consider probable expulsion from school

Suspensions are recorded on the student's official record.

### ***Behaviors That Warrant an Automatic Suspension***

- Alcohol, Tobacco, Other Drugs (3-5 days)
- Assault (5 days) + Possible Expulsion
- Bomb and Terrorist-like Threats (3-5 days) + Possible Expulsion
- Cheating on a test (1 day)
- Fighting (3 days)

- Harassment (1-3 days)
- Inappropriate contact with another student, non-consensual (1-3 days)
- Physical Aggression (1-3 days)
- Threats (1-3 days)

### ***Other Behaviors That May Warrant a Suspension***

- Defiance, Persistent Lack of Cooperation (1 day)
- Verbal Abuse, Disrespect of School Staff and Students (1-3 days)
- School Property Damage, Personal Theft, Vandalism, Arson, Locker Break-In (1-3 days)
- Improper Activation of Fire Alarms (1 day)

### ***In-School Suspensions***

Under special circumstances, a student may receive an in-school suspension. Students are allowed to work on homework during this time but are not allowed to talk or interact with other students. Besides the location of it, an in-school suspension is considered the same as an out-of-school suspension and will be treated as such (see Out-of-School Suspension Policies). Reentry into the student body after a suspension will require completion of a suspension reflection paper and a conference with the parent(s) before the student will be re-admitted into the school community.

### ***Behaviors That Warrant an In-School Suspension***

- Truant from school for the majority of the day or skipping school off campus.
- Plagiarism or cheating on a test, paper, or other assessment.

### ***Suspension Reflection Paper***

Before a student is allowed to return to school following a suspension, he or she is required to write a one page suspension reflection paper. This paper must address what behavior occurred, why it was wrong, what God may be trying to teach him/her through the situation, and what your plan is to change this type of behavior moving forward.

### ***Expulsion/ Dismissals***

On rare occasions, it may become necessary for a student to be expelled (or dismissed) from school. In such cases, a student is dismissed for the duration of an academic year. Re-admittance to the school community will be considered on a case-by-case basis. If a student desires to be readmitted to Valley Christian School, they must reapply with all of the necessary application materials. Acts 26:20b, "I preached that they should repent and turn to God and prove their repentance by their deeds." Before re-admittance will be considered, it must be clear that there is genuine repentance and change of heart as evidenced by the following:

- Completion of two consecutive quarters in a regular education setting at another school or homeschool.
- Reapplication to Valley Christian School
- Passing grades at the other school or home school, in courses equivalent in level to courses at VCS
- Asking forgiveness from the offended party and being reconciled.
- A demonstration of sorrow for the offense.



- A letter to the teachers and administration about how God has been working in his/her life, what has changed, and why he/she would like to be back at VCS.

### ***Behaviors That May Warrant an Expulsion***

- Bringing a weapon to school
- Sale or distribution of drugs at school
- Three suspensions within one school year

## **Academic Honesty**

### ***Honesty***

Valley Christian School students are expected to tell the truth all the time. They are expected to communicate the full truth, the spirit of truth, and to not withhold information on a technicality because they are not asked the right question. This demonstrates integrity in the fullest sense and a value for truth even at personal cost. Lying to a teacher or staff member will result in an automatic detention.

## **Appeal Process For Expulsion From Valley Christian School**

If you choose to appeal the decision of the school board and or the school Administrator to expel your student from VCS, you must follow the following procedure:

- **Step 1** - You have 36 hours to submit a written reason of appeal to the school board president on paper by hand delivery or by email.
- **Step 2** - Then the school board has one week to complete the following: review and discuss the document, hold a meeting together with the school board, parents and student(s) to hear the appeal. (If parents and student(s) do not cooperate in scheduling a meeting with the school board or fail to appear for the meeting, the appeal will be dropped and the student will continue to be expelled from VCS).
- **Step 3** - The school board then has 24 hours after the meeting to make a decision and notify the applicant by email or phone regarding the decision made by the school board regarding eligibility at Valley Christian School.

This is the final decision for the school calendar year. The student may re-apply the following school year.

## **Reconciliation and Restoration**

Consequences are a necessary part of any Code of Conduct and Disciplinary System, but it is the intent of VCS to administer consequences that are fair and necessary, while attempting to provide healing and restoration back into the school community as part of the process whenever possible.

## **Elementary Specific Guidelines (K-6th)**

Classroom discipline in elementary school is also based on Biblical principles, but VCS recognizes that younger students may require different consequences for minor infractions. Elementary teachers will set specific guidelines for their classrooms, but the table below offers examples of consequences that

may be applied to correct and train younger students (separate from the standard Discipline Policy). If a younger student goes beyond what the teacher can correct in the classroom, the office may still become involved.

Infraction	Possible Consequences
Disobeying instruction of a teacher or teacher aide during recess/break.	<ul style="list-style-type: none"> <li>● Sit on a chair/bench for the remainder of the break</li> <li>● A privilege taken away in the classroom, i.e. computer use, free time/center time.</li> <li>● Loss of morning break.</li> <li>● Loss of lunch recess.</li> <li>● Call made home to parents.</li> <li>● A note of apology to the student who was assaulted, after notifying the parents</li> <li>● Sent to the school administrator for further discipline</li> </ul>
Kicking/hitting/provoking another student.	
Disobeying instruction of a teacher or teacher aide in the classroom.	
Name calling.	

# HARASSMENT POLICY

Valley Christian School prohibits any form of harassment among its various constituencies. Types of harassment include but are not limited to the following:

- General: creating an intimidating, hostile, or offensive working or learning environment caused by unwelcome verbal or physical conduct of a sexual or personal nature.
- Bullying: continued teasing or aggressive behavior by a student, staff member, or parent, after being asked to stop.

Harassment can happen in staff to staff, student to student, staff to student, student to staff, staff to parent, or parent to staff situations.

## Defining Prohibited Acts

“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 conditions.

- Unwelcome and Offensive. All employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.
- Verbal Harassment.
- Physical Sexual Harassment
- Sexual Harasser.
- Race, Color, National or Ethnic Origin, Age, and Disability Harassment.
- Electronic Harassment.
- Physical Harassment.

“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 a reasonable fear or 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. VCS has a zero tolerance policy for bullying. 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, size, or disability.

## Application of Anti-Harassment Policy

The student anti-harassment policy applies to school hours and to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and regardless of whether the activity or event occurs on or off the school campus. It also applies while on school property 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 and does expect that students and employees of the school will conduct themselves in a Christ-like manner. Conduct violating the law or these biblical standards – whether occurring at school or off campus – may be subject to appropriate action by the school board.

## **Reporting Harassment**

If a student or staff member has been threatened, intimidated, harassed, or sexually harassed, they should immediately contact one of the school officials designated below who will immediately initiate action concerning the threat. If the victim is a minor, they may elect to confide in their parents first, who can then accompany them in meeting with the school officials listed below. The accused student or staff member will immediately be removed pending investigation of the incident.

Even if an experience does not constitute harassment, all students are encouraged to let an adult know if they feel uncomfortable for any reason. While these cases may not result in immediate removal, any situation of possible inappropriate behavior by a staff member will be investigated and may result in consequences.

Students who observe conduct of a harassing or bullying nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## **Where to Report Harassment or Bullying**

1. Administrator
2. Academic Advisor
3. Administrative Assistant
4. Teacher

## **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.

## **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, or bullying or who has testified, assisted, or participated in any means in any investigation, formal proceeding, or hearing concerning harassment or bullying. 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.

## **Investigation of Complaints and Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the school administrator and school board. The administrator will direct an investigation, during which the accused student or staff member may be removed depending on the severity of the accusation. If the investigation confirms the allegations, prompt corrective actions shall be taken up to and including expulsion or termination. The individual who suffered the harassing or bullying conduct shall be informed of the corrective action taken. The severity of the disciplinary action will be based on the circumstances of the accusation.

The teachers and staff here at VCS are in the place of authority, answering to the VCS School Board who will be held accountable by God.

As in all aspects of VCS, the VCS School Board is available for students and parents to discuss their concerns with. If a parent or student would like to discuss a concern, please inform the VCS office of your desire. This will be relayed to them, and a VCS School Board member will contact you.

## **ACADEMICS**

VCS strives to offer the best possible education to your child. One way we have succeeded in doing this is by using traditional classroom settings for your younger students, (Kindergarten -6<sup>th</sup> grade). For all grades, we use a variety of curricula in the classroom including BJU Press, ABEKA, or Apologia for all core subjects.

### **Definition of a Full-Time High School Student**

A high school student must earn a minimum of 6 credits per school year to be considered a full-time VCS student. In their senior year, if a student is projected to earn sufficient credits to graduate (see graduation requirements below), the minimum number of credits may be reduced to five in order to allow the student enough time to participate in post-secondary options, or other interests which could advance their academic/professional careers. At this time VCS does not enroll part-time students.

### **Academic Standards**

At VCS, we measure student academic growth according to the guidelines of the state of Wisconsin for each grade level (issued by the governor as executive order no. 326 as WI Model of Academic Standards). For information on standards, please see the following website: <http://dpi.wi.gov/standards>

### **Planners**

Students in 6<sup>th</sup> - 8<sup>th</sup> grade will be given school planners. This is to teach organization, discipline and help with student academics. These planners must be signed by a parent or guardian (planners cannot be signed by an older sibling that still attends VCS). Planners will be checked on a daily basis for 6-8th graders. Consequences will be given if students do not fill out their planners and have their planners signed. Students in grades 9-12 are encouraged to provide their own planners. Personal planning is an essential skill, and we seek to equip students with good organization skills for college or professional life.

### **Homework (Grades 6<sup>th</sup> -12<sup>th</sup>)**

The responsibility for scholastic achievement is placed on students and parents in our program, and part of success is completing homework. Teachers will strive to set homework expectations that are realistic given the course load of the students. For elementary classes, most work is assigned with the expectation that it will be completed in class, but if the student does not apply themselves appropriately or doesn't finish the assigned work on a given day, they may be required to complete the work at home or after school in the classroom at the discretion of the teacher.

For middle school and high school students, one full-year class is approximately 120-180 hours of work. That is equivalent to a 50 minute class 5 days a week plus about 1 ½ hours of homework a week per subject. The homework level may go up depending on the frequency of the class (e.g. many high school classes meet 4 days a

week and have more homework). If a student takes 7 full-year classes (the average course load of a student at VCS), they can expect to have roughly 10.5 hours of homework a week, approximately 2 hours per day. The amount of homework taken home could be lessened by efficient use of the available study halls.

## **General Supplies for All Students**

Yearly supply lists will be sent out in July of each year. Extra copies are also available in the office or on the school website.

## **Study Hall**

Students in grades 7<sup>th</sup> -12<sup>th</sup> are given the opportunity to have multiple study halls every week. All study halls are supervised by teachers, and students must stay in the classroom. This time is given so that less homework is done at home, and students are encouraged to use their time wisely and appropriately. Often, some time is also given in class for homework. Study halls are scheduled based on teacher availability and may not be available every period due to scheduling conflicts.

Students who have a grade of D+ or lower in any class as of the beginning of a week will be placed on the academic recovery program until their grades improve. This will involve stricter rules and supervision to ensure study halls are being used effectively. These rules may also be applied to any students who are on Academic Probation (see Promotion & Retention).

## **Academic Advisory Meetings**

Students in grades 9<sup>th</sup>-12<sup>th</sup> will have at least one academic advisory meeting during the school year. High school students will be advised about their academic projections and credit loads which are important for their future plans and current workload. Any parent or student with questions about academics can schedule a meeting with the academic advisor.

## **GRADING & REPORTS**

### **K-5th Grade**

The grading system is designed to give parents a true indication of the student's progress. Grading in grades K-6 is based upon daily work, tests, written work, and special projects. Concept mastery is assessed in each subject prior to awarding grades/marks. First and third quarter report cards will be given to the parent at parent/teacher conferences to be signed at that time. Parents will be provided with a second copy for their records. At the end of the second quarter, report cards are sent or mailed home. At the end of the fourth quarter the report card will be mailed to the family after their account is paid in full.

### **Grading System for Kindergarten**

**(Math, Reading, Language Arts, Spelling, Handwriting, Bible, History, Science, Phy. Ed., & Art)**

S+ = Exceeds Expectations

S = Meets Expectations

SS = Meets Expectations in Some Areas

S- = Does Not Meets Expectations

## Grading System for 1st - 5th

(Math, Reading, Language Arts, Spelling, Bible, History, Science, Phy. Ed., Art, & Computer)

The "letter system" (A-F) is used as a means of communicating student progress. See grading scale listed below.

94-100 = A  
90-93 = A-  
87-89 = B+  
83-86 = B  
80-82 = B-  
77-79 = C+

73-76 = C  
70-72 = C-  
67-69 = D+  
63-66 = D  
60-62 = D-  
Below 60 = F

## Grading System 6th - 12th Grade

The grading system is designed to give parents a true indication of the student's progress. Grades on progress reports & report cards reflect actual objective percentage results on tests and/or daily work. Progress reports will be given to the parent at parent/teacher conferences to be signed at that time. Parents will be provided with a second copy for their records. At the end of the first semester, report cards are sent home with parents at conferences. to the parent. At the end of the second semester the report card will be mailed to the family after their account is paid in full. The grading scale used is listed below.

94-100 = A  
90-93 = A-  
87-89 = B+  
83-86 = B  
80-82 = B-  
77-79 = C+

73-76 = C  
70-72 = C-  
67-69 = D+  
63-66 = D  
60-62 = D-  
Below 60 = F

## K-12 PARENT – TEACHER CONFERENCES

Parent teacher conferences are held at the end of the first quarter and the end of the third quarter, typically in October and March. . It is not necessary, however, to wait for a scheduled conference to communicate with your student's teachers. If you have a concern, you may request a conference at the teacher's earliest convenience, and we encourage parents to communicate regularly with teachers via email.

### Conference Courtesy

- Arrive on time. Stay only as long as you are scheduled, as others are waiting for their turn.
- Keep the attention focused on your child
- Discuss any concerns you have regarding your child's progress.
- Volunteer information that might be helpful to the teacher.
- If you run out of time and still feel discussion is needed, please schedule another conference.
- Remember, a parent-teacher conference is a beneficial two-way exchange of information about your child.

# **TESTING**

## **Kindergarten Testing**

Kindergarten: The Developmental Readiness Scale Test is given annually to each student. The results are shared with parents during the parent-teacher conference. The areas of development evaluated are: Fine motor, Concepts, Visual motor, Vocabulary, Numbers, Gross motor.

## **Standardized Testing**

A standardized test is administered each spring to 2nd - 12th grades. Results are sent home for each student. Forward testing will be administered to grades 3rd-8th for School Choice Students. The pre-ACT will also be administered to grades 9th-10th for School Choice Students. The ACT testing is offered in the spring to non-School Choice students for a fee.

# **PROMOTION & RETENTION**

In general, students will be promoted to the next grade at the end of each school year. In cases where a student is either extremely behind or extremely ahead academically, input from parents/guardians, teachers, and administration will be considered in making a retention decision or the decision to skip the child ahead a grade. Requests for either should be made by March 1<sup>st</sup> of the current school year and a final determination will be made by the administration by June 1<sup>st</sup> of the same year. The parent may appeal the decision to the school board.

It is important to note that students in grades 9-12 must pass all classes required to meet graduation standards. If they fail one or more of these classes, they will be required to repeat the class(es) at VCS to the extent possible within our schedule. Failing multiple classes may result in a high school student having to take credit recovery classes online at the parents' expense. High school students will only be "retained" if they fail classes which make it impossible for them to graduate on time. Any students who wish to graduate early or require specific support in order to complete high school must meet with the Academic Advisor and Administrator.

New students may be moved back a grade during the first quarter in cases of extreme struggle, but students will never be allowed to move up a grade after the school year has begun. Returning students may not change grade level after the school year has begun.

If a student is retained in the same grade more than once (1st-8th) or will require more than five years to complete high school graduation requirements (9th-12th), the administration may decide that they cannot re-enroll for the following year. Any future re-application must include a discussion of steps taken to ensure the student is able to succeed at VCS in the future.

## **Academic Probation**

Any student who receives a failing end of year grade in a core class (English, Math, Science, Bible, Social Studies, and Foreign Language) but is not retained will be put on academic probation for at least the first quarter of the following school year. Parents, teachers, and the administrator will meet at the end of the school year to determine



the conditions and terms of the agreement for the summer and the next school year. This meeting may include requirements for summer work such as tutoring or the completion of missed assignments. Academic Probation will last until the student achieves grades of C or better in ALL classes on a report card or quarterly progress report.

If at any time, the student does not meet the stipulations of his/her probation, a meeting will be held to determine if the student will remain on probation or be retained the following year.

## **Academic Recovery Program**

Academic success is of the utmost importance at Valley Christian School. Student academic progress will be reviewed on a weekly basis to help ensure academic success and adequate progress towards graduation. An academic recovery program has been implemented at Valley Christian to help prevent students from falling behind in their classwork and provide necessary attention when needed.

The academic recovery program is for students who have a grade of a D+ or lower in at least one of his or her classes. Every Monday, the Academic Advisor will pull grades to determine academic recovery cases. Upon being put on the academic recovery program, the student's parents will be notified by email and may be asked to come in for a meeting.

Once the student is put on academic recovery, they will be required to do the following while they are on the program:

### **Study Halls**

Students in academic recovery will be required to sit at a designated desk/table during all study halls to ensure a successful and effective work period. This desk will be designated at the discretion of the study hall teacher or academic advisor and may be a separate study hall room designated specifically for academic recovery participants. There will be no talking during study halls while on academic recovery unless it is absolutely necessary to work on something with another student. If the student has something to work on independently, they are encouraged to do so before working with another student on a project. It will be up to the supervising teacher's discretion to allow students to work in groups.

### **Academic Advisor/Teacher/Parent Meeting**

Students may be asked to meet with the academic advisor, teacher, and parent within a week of being placed on the academic recovery program. This initial meeting would include discussion of the student's strengths and weaknesses as well as what the student can do to bring up their grade(s).

Note: If a student continues on academic recovery for over 1 month or is failing a class, an additional meeting with the student's parents and teachers will be required to determine a plan for the student's academic progress. Subsequent monthly meetings may be required to review progress and modify the academic plan, if necessary.

Students will need to raise their grades to a C- or higher in all classes to be taken off the academic recovery program. Students are encouraged to work directly with their teachers on ways to raise their grade.

## **Policy for Failing a High School Level Class**

If a student fails both semesters of a high school class, they will be given the option of possibly retaking the entire class the following year (this option is dependent upon scheduling) or recovering the credit through the corresponding Educere course at their parents' expense. Failed courses or semesters will appear on the student's transcript in addition to the recovered credit, and the F will count in their GPA. In this case, their transcript will reflect the better of the two grades for the semester that was passed both times. If they choose to do credit

recovery, then the Academic Advisor will provide their parents with the Educere code for either a full year or a one semester class that corresponds to the failed course. If a student fails one semester, the average will be taken out of the two semesters. The average must be higher than 59% to receive a passing score. If the average is at or below 59%, it is considered a failed class, and the student will be required to retake the class or recover the credit elsewhere at the parent's expense.

In some cases, it may be impossible for VCS to offer a student a particular course due to scheduling conflicts. In these cases, the student and their parents will have no other choice than to enroll in the credit recovery course if they wish to continue at VCS.

## **ADD/DROP POLICY FOR SECONDARY COURSES**

Students may add or drop a class within the first week of a course without a penalty or denotation on their report card/transcript. Exceptions may be made with administration approval only for the following situations: 1) medical reasons; 2) incorrect course placement; 3) other extenuating circumstances. Both a teacher signature from the class being dropped and parent/guardian signature are required to receive approval from administration.

Dropping a course after the first three weeks will result in an W (withdrawal) on the report card and/or transcript for that semester if dropped for other reasons than those stated above. Any class dropped after semester midterm will result in an WF (withdrawal fail) and will have a negative impact on the student's GPA.

Add/Drop Class Forms are in the office and may be picked up upon request. Students must continue to attend the class they wish to drop until official notice of transfer has been given by the Administration.

### **Adding a Class:**

Upon parental and administration approval, high school students may add a class to their schedule within the first three weeks of the semester only. They are required to make up any missed work completed prior to their enrollment in a timely manner set by the teacher.

## **GRADUATION REQUIREMENTS**

Students must complete their required credits according to our grading scale.

According to Wisconsin state guidelines all students must pass a required Civics exam and receive CPR training (included in all health classes) prior to graduation. Students must meet all graduation requirements to participate in the graduation ceremony.

Literature/Language Arts	----	4 credits	
Social Studies/History	----	3 credits	(must pass Civics exam prior to graduation)
Science	-----	3 credits	
Mathematics	-----	3 credits	
Bible	----	4 credits*	
Foreign Language	----	2 credits	
Health	-----	.5 credit	(CPR course required)
Physical Education	-----	1.5 credits	(0.5 credits taken in 3 separate years)

Electives ----- 5.5 credits  
**Total: 26.5 credits**

\*Students must be enrolled in at least one full credit Bible course for each year they attend VCS as a full-time student.

\*Parents with students participating in the WI School Choice program may choose to opt out of the Bible class. We encourage Bible class participation (an important Historical text). If a School Choice parent chooses to opt out of Bible class, the parent must submit the request in writing to the school office five working days prior to the students (applicants) first start date of school at VCS. This allows for the scheduling, faculty, and arranging of an alternative class.

## Graduation Levels

A *General Graduate* denotes a student who has earned a minimum of 26.5 high school credits.

An *Advanced Graduate* denotes a student who has earned at least 29.5 or more credits.

## Grade Point Averages

Grade point average (GPA) is a number that represents a high school student's overall performance across all subject areas. Each class that is completed is awarded a number, or grade points, based on the grade that is earned, ranging from 0.0 for a failed course to 4.0 for an A or above. The grade points are then combined in a weighted average which takes into account the amount of credit given for each course (usually 0.5 or 1 at VCS). GPA can be calculated using only the most recent semester's grades (term GPA), all grades from the current school year (yearly GPA), or all grades from 9th grade until the present (cumulative GPA). Both yearly and cumulative GPAs appear on students' transcripts and the cumulative GPA.

## Graduation Honors

Honors are conferred upon graduating students who have displayed a high level of achievement during their high school career. If a student meets the required criteria, they will be awarded the following honors during the graduation ceremony:

- The designation of Honors will be conferred on a student if they have a GPA of 3.50 - 3.79 and they will receive a silver cord for the graduation ceremony
- The designation of High Honors will be conferred on a student if they have a GPA of 3.80 - 3.99 and they will receive a gold cord for the graduation ceremony
- The designation of Highest Honors will be conferred on a student if they have a GPA of 4.0 and they will receive both a silver and gold cord for the graduation ceremony
- The designation of Advanced Graduate will be conferred on a student if they earned 29.5 or more credits and they will receive a white stole for the graduation ceremony

## STUDENT RECORDS AND TRANSCRIPTS

The following items must be completed for VCS to fulfill a request to transfer student records.

- A Transfer of Records form will be supplied by the enrolling school and sent directly to Valley Christian School.
- All fees/fines/tuition must be paid in full.
- All academic work must be completed.
- All library books, textbooks, and classroom materials must be returned.

Final Transcripts and/or diplomas will not be released until accounts are cleared and/or all academic work is completed. School Choice students' transcripts and records will not be withheld for these reasons. Parents that would like to view their child's records must set up an appointment with the school administrator to view the documents in the school office while under the supervision of the school administrator.

## **Transfer Credit Policy**

VCS will accept all state approved homeschool transfer credits and credits received from regionally accredited institutions that have been completed prior to a student enrolling in VCS. Credits taken prior to enrollment at VCS will be denoted on the student's transcript as a "P" and will not count towards their cumulative GPA. Agreements about how credits will be transferred-in will be discussed as part of the admissions process for all 9th - 12th grade students.

VCS reserves the right to scrutinize the course content of previous classes and the student's competencies to determine whether or not to award credit. In addition, VCS may require a proficiency test in order to determine course placement when enrolling at the school. In most cases, this will apply only to incremental courses in mathematics, foreign languages, and science.

Once a student is enrolled in VCS, transfer credits will no longer be accepted, but VCS may award credit for:

- a credit recovery course through Educere at the parents' expense
- a course taken independently through Educere or an accredited college or university at the parents' expense because VCS was not able to offer that class (may not include any core classes except in cases pre-approved by the School Board)

Credits taken outside of VCS must be approved in advance by the Academic Advisor, Administrator, and School Board. Grades received will count in the student's GPA, although there may be a notation on the transcript that the class was taken elsewhere.

## **AWARDS**

As an encouragement to students to keep on growing and developing Christ-like character, we recognize accomplishments through our character awards. These are awarded at the end of the school year at our awards ceremony.

## **ATHLETIC PROGRAM**

We at VCS feel it is beneficial to train our physical bodies as well as our minds. This can be accomplished through Physical Education classes as well as extracurricular athletic programs. VCS participates in the Christian Athletic League and WIAA. We have organized teams when coaches are available in the following:

**Girls' Volleyball (CAL)**

**Boys Football (WIAA)**

**Boys' & Girls' Soccer (CAL)**

**Boys' & Girls' Cross Country (WIAA)**

**Girls' Basketball (CAL)**

**Boys' Basketball (CAL)**

**Boys' & Girls' Track (WIAA)**

## **High School Hockey Somerset (WIAA)**

Practices are held on a regular basis during after school hours . Some sports may not have practice on Wednesdays. Parents must arrange for transportation for after practice sessions.

There is a sports fee per student, per sport. This is used to purchase new equipment, pay for tournament registration fees, transportation costs, facilities and referees, etc. The payment of this fee is a prerequisite for participation in the first practice of the particular sport. This also includes handing in event registration form and necessary proof of a sports physical, following WIAA guidelines.

*(<https://www.wiaawi.org/Health/Forms-Physical-and-Publications>)*

Our athletic teams participate in tournaments sponsored by the area Christian schools. Involvement in such tournaments may involve overnight outings at motels in the locality of the games. Fees for such school sponsored outings will be in addition to the initial sport fee and will be the responsibility of each student/family participating.

Involvement in the athletic program is outlined in the Athletic Handbook.

## **EXTRACURRICULAR ACTIVITY POLICY (See Athletic Handbook)**

1. This policy shall apply to all extracurricular activities, including but not limited to:
  - Varsity, Junior Varsity, and Middle School Sports**
  - Yearbook Committee**
  - Student Leadership Team**
  - National Honor Society**
2. If a student is absent from school on the day of an event or practice, they are not allowed to participate in the event or practice. Please see the Athletic Handbook for more specifics regarding athletic eligibility.
3. To be eligible to compete in extracurricular activities, a student must remain current in work and have a C-average with no failed classes on their previous report card or progress report. Please see the Athletic Handbook for more specifics regarding athletic eligibility.
4. Homeschool students that wish to participate in the VCS sponsored athletic teams are to abide by the dress code and code of conduct set forth in this manual.

**Please read the Parent/Student Handbook and discuss it with your child(ren). Then, sign below and return this signature page to the office.**

I have read the Parent/Student Handbook and discussed it with my child(ren). I understand that it is my responsibility to make sure that my child complies with the content of the Parent/Student Handbook at Valley Christian School.

Student Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

This form must be returned to Valley Christian School Office on or before **Tuesday, August 15<sup>th</sup>, 2023.**