



VCHS STUDENT & PARENT HANDBOOK

2025 | 2026



VCCHS STUDENT & PARENT HANDBOOK 2025-2026 School Year

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Note that health and safety measures or policies may be modified or added based on the guidance of local, state, and federal government recommendations and restrictions. Some legal language adjustments may be made, and parents should check vcs.net for the most current version. Changes that impact functioning campus policies or new policies are highlighted in green.

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About Valley Christian Schools

Mission and Vision Statements

Valley Christian Schools' mission is to provide a nurturing environment offering quality education supported by a strong foundation in Christian values in partnership with parents, equipping students to become leaders to serve God, to serve their families, and to positively impact their communities and the world.

This school, founded on Christian values, supports the home and churches of students in providing an education that is grounded in the Judeo-Christian values of the Bible as reflected in the life and teachings of Jesus Christ.

VCS believes that God loves all people unconditionally. All persons are “fearfully and wonderfully made” by God, in the image of God. As such, all persons regardless of their race, gender, color, disability, national or ethnic origin, attraction or identity, are of equal and immeasurable worth in the eyes of God and should be treated with respect, grace, understanding and love. Families that choose to enroll at VCS, agree as a condition of enrollment to partner with VCS in the educational process and support VCS' faith based, Christian education, religious conduct standards, and that their enrolled students will abide by VCS conduct and behavior requirements.

Statement of Policy

The enrollment contract is the governing document regarding the relationship of the parties. The policies and procedures contained in the student/parent handbook do not supersede the enrollment contract. These policies and procedures are designed to maximize the educational experience of the student, provide guidelines for acceptable conduct, establish academic standards and procedures. VCS reserves the right to change, modify, or update its policies, procedures, and information contained in this handbook at any time, as deemed necessary by the school at its discretion. Any such changes will be communicated to the school community in a timely manner. Parents and Students agree to abide by the current policies and any changes or modifications made by VCS while enrolled at VCS.

Educational Purpose

As a nurturing Christian school, VCS instructs students under the delegated authority of their parents and in harmony with their local church. VCS seeks to only admit students whose parents support learning how to initiate, grow, and



internalize Christian faith. Although parents and students need not be Christian to attend VCS, parents must agree to support the school's Philosophy of Christian Education, religious conduct standards, and must allow their children to personally accept the Christian faith.

Valley Christian Schools strives to provide an education that teaches students to do all that they accomplish "as to the Lord" (Colossians 3:17). The school does this in partnership with the primary educator, the parent, who is responsible for the complete education of their children.

Accreditation

Valley Christian Schools maintains dual accreditation from the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). As a member of ACSI, VCS subscribes to ACSI's Christian Philosophy of Education: The mission of ACSI is to enable Christian educators and schools worldwide to effectively prepare students for life.

VCS Guiding Philosophy & Beliefs

The VCS Philosophy of Education provides additional information about what we believe and how that translates into education. Parents, guardians, and students should be familiar with the definitions, values, and principles outlined in this guiding document.



Attendance Policies

Parental support of attendance policies is essential. There is a positive correlation between school attendance and academic achievement. Classroom activities, including student discussions, teacher lectures, and timely feedback from quizzes are of vital importance and cannot ever be adequately made up by a student. Also, parents have a legal responsibility to see that their student attends school regularly. Please read the following attendance guidelines carefully.

Absences

When it is necessary for a student to miss school, the following protocol should be followed:

1. **Report the Absence:** Parents should **email vchsattendance@vcs.net** from the parent/guardian email account listed in PowerSchool, or **call the school 24-hour attendance line (408) 513-2433**, on or before 10 AM on the day of absence to notify the school of the student's absence and the reason for the absence. Communication must come from a parent or guardian, not from a brother or sister.
2. **Clear All Absences within Three Days:** An absence must be cleared with a phone call, email, or note from a parent within three days of a student's return to school, or the absence will be recorded as an unexcused absence and detention or suspension may occur. After three days, absences may not be cleared and will remain unexcused.

Students who come from the doctor or dentist **must bring a note from the doctor or dentist office** to verify their absence.

3. **Monitor Attendance Notifications:** The high school will send an email by the end of the school day if your student was marked absent for any class without parent notification clearing the absence. To be notified in real time about absences, please add the PowerSchool app to your smartphone. In the application, please select the notifications you wish to receive, including notifications about absences/tardies.

Early Pick-Up

If a student must leave school early for an excused reason, parents should send a note with the student or call the front office the morning of the absence (or the day before). Notes must be taken to the office before the student attends class for the day, and the student will receive their dismissal pass at that time. Parents who call into the office rather than sending a note with their student



should direct their student to pick up their dismissal pass during a passing period or lunch. Students may then show their teacher their dismissal pass and meet a parent or guardian in the parking lot or drive themselves to their destination. Except for the case of an emergency, VCHS will not interrupt a classroom by calling to have a student dismissed. **Note that students may not be dismissed early from final exam periods or from standardized tests (i.e., PSAT, AP, etc.), even if they finish before the full testing time has ended.**

Habitual or Chronic Absences

VCHS has designed an educational experience that places students at the center of the learning process. The essential element to this experience is students. When students are habitually or chronically absent, the entire educational learning environment suffers. VCHS considers chronic absences as being marked absent 20% of the school periods during the school year (not including school events).

Chronic Absence Process. Exceptions to the chronic absence process may be made for medical situations with a doctor's note. Students experiencing unusual circumstances resulting in repeated absences should proactively notify their counselor.

- **Exceeding 8 Absences:** After eight absences in each course in a single semester (or combined absences totaling 20%)*, the California Department of Education considers them chronically absent. The Assistant to the Dean of Discipline will create an Attendance Contract. Possible limits to involvement in extracurricular programs, including competitions and trips, and limits to late work may be included in the Attendance Contract, **regardless of the reason for the absences.**
- **Exceeding 10 Absences:** After ten absences* in each course in a single semester, students will not be allowed to make up any missed work or tests for absences without written confirmation of the excuse (doctor's note, etc.). All documentation for absences beyond ten must be submitted to and verified by the Associate Vice Principal (AVP) of Instruction, who will communicate approval for make-up work and appropriate deadlines to teachers. The AVP of Instruction will work with students and their families to determine if an Academic Medical Plan is needed. Students will automatically be restricted from participation in extracurricular programs. Appeals for extracurricular involvement may be made by appointment with the Vice Principal of Academics.
- **Exceeding 12 Absences:** Any absences beyond 12 must be verified in writing by a professional (e.g., doctor's note, etc.) in order to be marked as excused. If a student exceeds twelve absences* without approval for an extenuating medical reason, the student may become ineligible for credit in the course. Students and their parents/guardians will be notified



prior to disenrollment** should this become necessary. A student who is unenrolled from the course will receive a grade of W (Withdraw)—in cases where the student was not failing at the time he was unenrolled—or W/F (Withdraw Failing).

- **Absences Exceeding ½ of Class Meetings:** If the student is absent more than half of the class periods (typically absences exceeding 20) in any course during a semester, regardless of the reason or nature of the absence (excused or unexcused), disenrollment is the expected outcome, and the family should schedule a meeting within one week with the Vice Principal of Academics if they wish to appeal disenrollment.

If a student's habitual or chronic absences or tardies are creating a burden on the VCHS teachers/staff or are harming the education experience of the student, then VCHS administration may place the student on an academic reenrollment hold and may not allow the student to reenroll the following school year. Without an established understanding with the AVP of Instruction, chronically absent students will most likely lose their seat at VCHS the following school year or will be placed on a contract requiring regular attendance.

*School absences, such as absences due to athletics, conservatory, DECA, etc. do not count toward the total number.

**Appeals for disenrollment may be made by appointment with the Vice Principal of Academics.

Concussions and Extended Illness (more than 10 school days)

Students who have been diagnosed by their doctors with a concussion or an extended illness must follow the doctor's prescribed guidelines until cleared by a physician. In these instances, parents should reach out to the high school wellness counselor (amartinez@vcs.net) to notify the school of the student's condition. The wellness counselor will coordinate with the Associate Vice Principal of Instruction and teachers to develop a support plan that protects the student's academics during their recovery. To develop this plan, VCHS requires a doctor's note that includes the date of diagnosis and the doctor's required physical or cognitive limitations for the student. Families may provide doctors with a [VCHS form](#). Doctors should provide the medical parameters recommended to optimize recovery but do not have the authority to dictate the standard of academic accountability (i.e., VCHS may not be able to accommodate every recommendation made by the doctor and still be able to grant credit for that semester, particularly related to excused work or assessments, such as final exams). The school may choose to extend the learning timeline to ensure academic standards have been met.

Students with extended medical conditions that require intensive academic modifications such student restrictions from using an iPad, sitting through an



entire class, completing assessments, or using other cognitive skills must work closely with their counselor and teachers. Even with strong communication and dedication by all stakeholders, some situations are extended for such a long period or require such modifications that a leave of absence or disenrollment may be the only possible course of action.

Advanced Absences

Students who plan to be absent due to college visits, family vacations, church retreats, non-VC sports competitions or mission efforts for three or more consecutive days during the school year must petition the school for advanced absence approval. The students must obtain an advanced absence form from the high school office which is to be cleared by each of their teachers and signed by the parent.

Communication with teachers does not take the place of counselor approval. These absences will be counted in the excused absence total. Failure to receive advanced absence approval may result in these absences becoming unexcused.

Quarantine Absences

Some students may have to miss school due to a state or county mandated absence. VCHS follows the county guidelines for schools.

Guidelines for Keeping Students Home due to Illness and Returning to School

The health and well-being of our students, staff, and community are of utmost importance. To ensure a safe and healthy learning environment, we ask parents to adhere to the following guidelines when deciding whether their child should stay home or return to school after an illness.

When to Keep Your Child Home: Illness

Please keep your child home from school if they exhibit any of the following symptoms or conditions:

1. **Fever:** A temperature of 100.4°F (38°C) or higher. Students should remain home until they are fever-free for at least 24 hours without the use of fever-reducing medication.
2. **Vomiting or Diarrhea:** Students experiencing vomiting or diarrhea should stay home until they have been symptom-free for 24 hours and can tolerate normal food and drink.
3. **Contagious Illnesses:** If your child has been diagnosed with a contagious illness such as strep throat, pink eye (conjunctivitis), COVID-19, or influenza, they must remain home until cleared by a healthcare provider or after completing the prescribed course of antibiotics for at least 24 hours.



4. **Severe Sore Throat:** If accompanied by fever, swollen glands, or difficulty swallowing, the student should remain home until evaluated by a healthcare provider.
5. **Uncontrolled Coughing or Difficulty Breathing:** Students with persistent coughing, wheezing, or shortness of breath should stay home until symptoms improve or are managed.
6. **Rash:** Any unexplained rash, especially if accompanied by fever or other symptoms, should be evaluated by a healthcare provider before the student returns to school.
7. **Head Lice:** Students found to have live lice should remain at home until treated and free of live lice. Please notify the school so that appropriate precautions can be taken.
8. **Other Serious Conditions:** If a student is experiencing symptoms that may pose a safety risk to themselves or others—such as repeated fainting, debilitating pain, fatigue that makes them unable to participate in class, or other serious medical conditions—the parent or guardian is responsible for promptly notifying the school. In such cases, the student may need to remain at home until cleared to return by a healthcare provider and the school.

If a Student Develops Symptoms at School

If a student develops symptoms of illness while at school, they will be sent to the office for evaluation. Parents or guardians will be contacted and are required to pick up their child promptly. Students may not remain on campus if they are exhibiting symptoms of illness. Please ensure the school has up-to-date contact information for all emergency contacts.

When Your Child Can Return to School

1. **Symptom-Free for 24 Hours:** Students must be free of fever, vomiting, diarrhea, or other significant symptoms for at least 24 hours without medication before returning to school.
2. **Doctor's Clearance:** If a healthcare provider has diagnosed your child with a contagious illness or required testing, please provide a note from the provider indicating that it is safe for the student to return.
3. **Completion of Isolation/Quarantine:** For illnesses like COVID-19, students must follow public health protocols for isolation or quarantine and meet all requirements before returning to campus.

Reporting Communicable Diseases to the School

In cases where a healthcare provider diagnoses a communicable illness (e.g., measles, chicken pox, meningitis, head lice, strep throat, hand-foot-and-mouth, etc.), parents must notify the school.



Staying Home Sick or in Quarantine: Zoom Access Guidelines

Students who are too ill to participate in class should take a true sick day and rest. This is both allowed and encouraged. However, some students may be well enough that they prefer to tune into the classroom via Zoom to listen in on what is occurring in class.

If a student wants to join a class via Zoom from home:

They should email their teacher at least one class period in advance to request Zoom access. If the Zoom room is not open at the start of class, the student should immediately contact the high school office so staff can notify the teacher.

Note: Tuning in on Zoom still counts as an **absence**, but teachers will mark that the student was present via Zoom for reference.

Participation & Assessments When Learning from Home

- Tests and quizzes cannot be taken at home. These must be completed during Open Period, Warrior Time, or by appointment once the student returns to campus.
- Zoom chat will not be monitored. Students should unmute and speak if they have a question.
- Students should not turn on cameras or display a profile photo—only a name should appear.

Excused Absences Other than Illness

Absences excused for reasons other than illness, as defined in the VCHS Handbook, include:

- **Some Personal Travel.** College visits, unique family travel opportunities.
- **Temporary Family Hardship.** Family emergencies, death in the family, required appearance in court, etc.
- **Medical Appointments.** Medical, dental, or orthodontic appointments. We suggest that medical, dental or orthodontic appointments be made after school hours or staggered throughout the day in the case of multiple appointments.
- **Consideration Absences.** Other absences deemed necessary by the administration must be approved ahead of time by the administration.

Unexcused Absences

Examples of unexcused absences include: missing more than 2/3 of the class period (approximately 45 minutes late), choosing to miss class due to lack of preparedness, being suspended from school, missing class due to being out of dress code, unverified absences, sleeping in, stopping for coffee, or scheduling



appointments (i.e., senior pictures, hair appointments, DMV appointments, etc.) during school time.

Unexcused Absences: Academic Policies

There is no additional time to make up any missed work and class work will be due the day the student returns. It is the student's responsibility to determine what assignments have been missed. Any participation points or in-class extra credit missed during an unexcused absence or suspension may not be made up. Students with unexcused absences may be assigned detention by the dean of students.

Absences on Test/Major Assignment Due Dates

Major test or assignment due dates should only be missed because of contagious illness symptoms or through the advanced absence process. Students who are absent with an excused absence on a test day will be marked with attendance code M (missing on test day/excused). VCHS tracks the number of absences on test days. Students with excessive absences on test/major assignment days will be required to provide documentation for the reason for the absences and/or may not be able to make-up missed assessments. **Students who miss more than one day of final exam week due to illness must provide a doctor's note to schedule make-up exams.**

Absences the Class Prior to a Test/Major Assignment

Students who miss the class prior to a major assignment (based on the VCHS absence policy, this would allow the student to delay the major assignment by at least one class period) without a valid reason could gain an unfair academic advantage by having more time to prepare than other students.

If students were given advanced written notice exceeding one week of the major assignment deadline, the teacher may send an email to the student and parent, reminding them both that the major assignment deadline will remain the same and the normal absence extension will not apply due to a one-day absence the class period before the deadline.

Late Testing

After a missed assessment (test or quiz), students must coordinate a time for a make-up assessment within the allotted absence timeframe with the teacher. All missed tests or quizzes may have a zero immediately input into the PowerSchool, even if the student can still make the assignment up – this simply allows the student and parent to see the grade status if the assignment is not completed.

Teachers will schedule students who missed assessments for the first available **Open Period** or WarriorTime testing appointment and notify them of the



appointment date, time, and location. Students making up an assessment may be required to miss a club meeting or other Warrior Time activity. If **Open Period or Warrior Time** testing is unavailable due to the nature of the missed assessment or a scheduling conflict approved by the Associate Vice Principal of Instruction, the teacher may schedule an appointment with the student at an alternate time (e.g., lunch, after school, etc.). Make-up assessment appointments at alternate times are based on teacher availability.

It is the student's responsibility to proactively communicate with the teacher if there is an issue or concern about the assigned time for the make-up assessment. Failure to keep the scheduled appointment without communication to the teacher will impact the grade on the make-up assessment.

Truant Absences & Closed Campus Policy

Valley Christian School High School is a closed campus, which means a student may not leave the campus without written permission from a school official based upon permission from a parent/guardian. Truancy (cutting class) is being absent from school, all or part of a school day, without parent permission. This includes chapel, connection groups, or any other required assembly. **Truancy is considered serious and may result in a suspension.** To help the school from misconstruing an absence as truancy, both parental and school permission must be given before an absence occurs. The school reserves the right to make the determination as to whether a particular absence is truancy or an unexcused absence.

Attendance Requirements for Participation in School Activities

A student must attend two or more periods on the day of a school activity or the student may not be allowed to participate in any extracurricular activity.

Attendance Requirements for Students with Unscheduled Afternoons

Students who have an unscheduled period are required to leave campus or be in an approved supervised area following lunch. They are not allowed to skip any class or school activity (chapel, rally, Warrior Time, assembly, etc.) prior to the start of their unscheduled period.

Each student leaving campus early should have an ASB card with a notation that informs security and administration that the student is cleared to leave. The student should have this card and be prepared to show it when asked.

Hall Passes

To leave any class or instructional area for any reason, the student needs permission from the teacher or supervising staff member in the form of an official



hall pass. Students may be asked to sign out when leaving and sign back in upon returning.

Restroom Procedures:

- **Permission:** Students must first obtain permission from a staff member before signing out or leaving the classroom.
- **Devices:** Students may not bring cell phones or any camera-enabled device with them to the restroom. All phones must remain in the classroom during restroom breaks. Smart glasses and similar wearable technology are strictly prohibited in restrooms at all times. Any use of a device to take photos or record in a restroom, regardless of intent, will result in immediate confiscation of the device and disciplinary action.
- **Hall Pass:** Students must take a hall pass with them when they leave their designated classroom. The hall pass is provided by the classroom teacher and serves as permission to be outside the classroom during class time.
- **Restroom Location:** Students are expected to use restroom facilities located on their current floor whenever possible. This means that if there is a restroom available nearby on the same floor, students should use that facility. In cases where there is no restroom available on the current floor, students must follow the instructions provided by a staff member. The staff member will indicate an alternative location where students can find the nearest restroom.

It's important for students to adhere to these guidelines to maintain a sense of order and minimize disruptions during class time. Following VCHS procedures ensures that students are accounted for and can access restroom facilities in a safe, organized manner.

Tardies on Campus

Formatting Note: The section of the handbook related to tardies has been reformatted for clarity; however, only policy changes or significant changes to phrasing have been marked in green.

Punctuality is an essential component of academic success and community respect. Arriving late disrupts the learning environment and places students at an academic disadvantage. At Valley Christian High School, we seek to promote responsibility and accountability while recognizing that occasional delays may occur for valid reasons, which is why we have some **Tardy Grace Allowances** for occasional tardies(see below).

Students and families are encouraged to monitor attendance records through **PowerSchool**, which provides real-time updates on tardies and seat time requirements.



Tardy and Late Arrival Policy

- **Tardy Records:** All attendance records are logged in PowerSchool by teachers or office staff. Students and parents can review these records using the PowerSchool app or web platform.
- **Tardy:** A student is considered **tardy** if they are not physically present in their assigned classroom when the class bell rings.
- **Extended Tardy:** If a student arrives more than **15 minutes late**, it will be recorded as an **Extended Tardy**. Repeated Extended Tardies may result in an Attendance Contract due to significant instructional time loss.
- **When Tardies Become Absences:** If a student misses more than 2/3 of the class period (approximately 45 minutes late) their attendance will be recorded as an absence (excused or unexcused, depending on the reason) rather than a tardy or extended tardy.
- **Check-In Procedure:** Tardy students should go directly to class and do not need to check into the high school office unless they need verification for an excused tardy or are 45 or more minutes late to class.

Excused vs. Unexcused Tardies

The final decision on whether a tardy is excused or unexcused rests with the school administration. **Excused tardies** must be verified through the Attendance Office. Acceptable reasons for excused tardies include:

- Illness (with parent phone call or written note)
- Medical or dental appointments (with verification from provider)
- Auto accidents or unavoidable breakdowns
- Confirmed VCS bus delays
- Other unique circumstances approved by administration

Unexcused tardies may include, but are not limited to:

- Oversleeping or needing extra rest
- Missing the bus or late carpool
- Normal traffic delays
- Forgetting a modified bell schedule
- Running out of gas

Tardy Grace Allowance

Understanding the challenges of commuting to campus, VCHS allows a limited number of tardies per term without penalty:

- 3 tardies per class period, per term
- 6 tardies per 1st-period class (1A/1B), per term

Tardies are still marked for the first 3/6 tardies, but do not incur penalties until they exceed the grace allowance. After that point, additional tardies trigger disciplinary actions and grade-related consequences.



Tardy Discipline Process

Seat Time Requirement

To restore missed instructional time, students are required to serve 15 minutes of seat time for each tardy beyond the grace allowance.

- **When & Where:** Seat time must be completed during designated times such as lunch workshops, Saturday School, or additional office hours during Review Week (not during scheduled classes).
- **How to Schedule:** Students must schedule seat time promptly by contacting Mrs. Voshall at rvoshall@vcs.net or visiting the high school office after receiving a tardy notification.
- **Deadline:** All seat time must be completed by the end of Review Week, which is the week before final exams.
- **Accountability for Dropped Classes:** If a student drops a class, they are still responsible for making up seat time associated with that course unless they proactively contact the Assistant to the Dean of Students.

Grade Penalty for Unserved Seat Time

In response to a post-COVID increase in student tardiness despite being present on campus, VCHS is reinstating its pre-COVID policy linking unserved seat time to academic consequences. This measure is intended to promote accountability and encourage students to make up lost instructional time. Students who do not fulfill their required seat time after exceeding the grace allowance for tardies will incur a grade penalty:

- 1% grade reduction for each unserved tardy beyond the grace allowance
- The penalty is applied after all coursework and final exam grades are entered
- **Maximum grade deduction: 15% of the final course grade**

Additional Disciplinary Measures

Failure to complete required seat time may also result in one or more of the following consequences:

- Behavior hold on re-enrollment
- Reduction of homework passes for the next semester
- Lower priority for class selection during course registration
- Loss of eligibility to participate in graduation ceremonies

Tardy Communication & Notifications

- **Email Notifications:** Students and guardians will receive notifications via email regarding tardies, seat time obligations, and potential grade penalties.
- **PowerSchool Tracking:** Tardies and seat time status are tracked and visible to families through PowerSchool.



Tardy Appeal Process

Students with extenuating circumstances (e.g., medical emergencies, unavoidable delays) may appeal tardy penalties.

- **How to Appeal:** Submit a written appeal to the Vice Principal of Academics within five school days of the tardy penalty notification.

Tardy Teachers

If a teacher is not present at the beginning of the class, send a student immediately to the office or call (408) 513-2400 to notify the office or ask the teacher in the next classroom to call the office. Students are to remain by the class door until an adult arrives.

Campus Visitors

Valley Christian High School is a closed campus. Any visitor (parent, youth pastor, etc.) must obtain and wear a visitor's pass issued by security and then check in at the office. This includes parents, who cannot be on campus during school hours without checking into the office. Visitors must report to the [security kiosk](#) immediately upon entering the school grounds. Students from other campuses are **NOT ALLOWED** on campus during school hours.

Academic Information

Graduation Requirements

Students who receive a Valley Christian High School diploma must be enrolled full time (at least seven classes per semester through the junior year and at least six classes per semester for the senior year) for all four years and must complete ALL core course requirements (Bible, math, science, social science, world language, and English) at VCHS. Part-time students during the junior and senior year are not eligible to receive a VCHS diploma. Students are considered part time when they carry 4 or fewer courses. Seniors who choose to take six classes their senior year must leave campus or be in supervised areas when not in class.

Attending summer school or carrying more than a normal load during the regular school year should be regarded as an enrichment of the student's education rather than an accelerated graduation program.

Seniors will not be awarded a diploma and may not be allowed to participate in the graduation ceremony until they have completed all graduation requirements and necessary credits.

High School Graduation Requirements

Credits	Yrs	Subject Area
40	4	Bible*
40	4	English
30	3	Social Science**
10	1	Physical Ed/Health***
20	2	Science
30	3	Mathematics
10	1	Fine Arts (Music, Art, Drama, Dance)
20	2	World Language****
40	4	Additional Credits

The total minimum credits required to graduate is 240.

* Bible is required for each semester of attendance at Valley Christian High School. Required Bible credits are waived for any semester that the student does not attend VCHS. These credits are then added to the required elective credits.

** Social Science credits must include: 1 year of World History, 1 year of US History (to be taken in the Junior Year), and 1 semester each of Economics and US Government (to be taken in the Senior year)

*** All freshmen must take P.E./Health.

**** Please note that a passing score on a World Language exam does not exempt a student from taking World Language courses to fulfill the World Language graduation requirement.



Class Withdrawal/Changes

The annual A/B school calendar include specific dates for the following:

- Last day to add an academic course
- **Please note:** The VCHS A/B Calendar does not include drop dates* for dual credit courses. Students should check with their dual credit teacher for the last day to drop a dual credit course without a W/F showing on their college transcript.
- End of Quarter
- Last day for an AP/honors students to move to college prep equivalent**
- End of Semester

All schedule requests must be submitted using the schedule change request form, which requires parent and counselor approval.

* Students enrolled in dual credit classes must adhere to the withdraw policies of the dual credit college. Most colleges allow a class to be dropped in the first two weeks before a "WF" is used on the college transcript.

**AP and honors students can move to the equivalent college prep level, so long as there is space in the class and the request is granted. If a student moves to the college prep level, the initial transfer grade will be adjusted according to the grading scale used for honors/AP classes. Adjusted grades will not exceed 100%.

Grading Policy

A standard percentage scale is used school wide:

98% - 100%	=	A+	
92% - 97%	=	A	EXCELLENT
90% - 91%	=	A-	
88% - 89%	=	B+	
82% - 87%	=	B	ABOVE AVERAGE
80% - 81%	=	B-	
78% - 79%	=	C+	
72% - 77%	=	C	AVERAGE
70% - 71%	=	C-	
68% - 69%	=	D+	
62% - 67%	=	D	BELOW AVERAGE
60% - 61%	=	D-	
BELOW 60%	=	F	FAIL



The following scale is used for computing grade point averages:

Standard	Honors/AP
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 1
F = 0	F = 0
WF = 0	WF = 0

Student Assistant roles, such as Teacher Assistants (T.A.'s), Office Aides, Athletic Office, and iPad Interns, receive a grade and 5 credits. Study Hall classes receive no credit. Human Performance Initiative (HPC) classes are Pass/Fail for 10 credits.

Method of Grade Calculation

VCHS uses weighted categories rather than a total points system. Each classes' categories are reviewed and determined by the subject department head and the vice principal of academics. Grades are cumulative over the semester. Quarter grades only serve as mid-semester notification and are in progress until the end of the semester.

Community Service Requirement

The Community Service Requirement is designed for all students to serve, inspire, and motivate others, both locally and abroad. Through action and love, students seek to advance the Lord's Kingdom with the redemptive power of the Gospel to transform our communities and the world.

"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another" (John 13:34-35).

Jesus lived His life in service to those in need, and it is our desire that our school community and individual students would follow this example. Our mission is to connect students with service opportunities outside our immediate VCS community in order to foster a lifestyle of service and a heart of compassion and love.

Service opportunities will be placed on the Christian Service page on learn.vcs.net and emails are sent to student warriorlife emails as they are made available. If you have any questions about our Community Service program, please contact Mr. Galleher for information about service opportunities. (tgalleher@vcs.net).



Honor Roll

Acceptance on the honor roll is based on the student's academic grade point average (GPA) for the semester just completed. The academic GPA does not include physical education and teacher's aide.

- Highest Honors 4.25+ average
- High Honors 4.00+ average
- Honors 3.50+ average

Students are eligible for the honor roll each semester they attend VCHS.

Graduation Ceremony Recognition

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During the VCHS graduation ceremony, VCHS recognizes graduates who have demonstrated exceptional academic achievement, service, and leadership beyond standard graduation requirements. Recognition includes official regalia such as cords, stoles, and titles acknowledged during the commencement ceremony.

Academic Distinctions

Academic honors are based on cumulative GPA through seven semesters, including the first semester of senior year. Only VCHS courses listed on the VCHS transcript are included in GPA calculations.

Academic Titles

- Salutatorian – Recognizes the second highest academic achievement, factoring cumulative GPA, grade validation compared to standardized test scores, strength of schedule, and academic integrity
- Valedictorian – Recognizes the highest academic achievement, factoring cumulative GPA, grade validation compared to standardized test scores, strength of schedule, and academic integrity
- Latin Honors
 - *Cum Laude* – Top 15%
 - *Magna Cum Laude* – Top 10%
 - *Summa Cum Laude* – Top 5%
- Honors Graduates – Students who have earned a place on the VCHS honor roll 5 or more semesters

Leadership & Lifer Recognition

Stoles are awarded for each of the following:

- Students who have attended grades 1-12 at VCS (Lifers)
- Student leaders from the Associated Student Body (ASB)



Graduation Cords

Cords recognize program-level accomplishments and commitments. Each program defines its own eligibility criteria. Programs that award cords may include:

- AMSE (Applied Math, Science & Engineering)
- BEI (Business, Entrepreneurship & Innovation)
- Conservatory of the Arts
- Athletics
- International Student Program

VCHS also approves national society cords and stoles, if the student has met the national society requirements. The following national societies have been approved by VCHS:

- National ASL Honor Society
- National Chinese Honor Society
- National Dance Honor Society
- DECA
- National English Honor Society
- National French Honor Society
- National Latin Honor Society
- National Math Honor Society
- National Spanish Honor Society

Requests for and/or Additional Graduation Recognition

Students may submit a request for stole or cord recognition not listed above by writing to the Vice Principal of Student Life.

The request must:

- Explain how it meets VCS standards for recognition
- Be approved by the high school administrative leadership team
- The following do **not meet criteria** for official recognition:
- Cords for club participation or leadership limited to a small group
- Cords based on enrollment in specific courses not tied to a school-wide program

Please note:

- Only cords and stoles issued or approved by VCHS may be worn during the ceremony.
- Outside regalia (not explained in the official program) will not be permitted.
- Leis, pins, and other decorations from families are allowed.
- Mortarboard decorations must be pre-approved by the [Director of Student Success](#).



Teacher/Staff and Student Email Guidelines

Sometimes messages can get stuck in filters or junk inboxes, so if an email is not responded to by a teacher or staff member within a 24-hour business day, please contact the front office to send a follow up message. If you still have not heard back, please contact our AVP of Instruction, Dr. Eshoff (reshoff@vcs.net).

If a student or parent has a question or concern related to a class, he/she should follow the [VCHS Communication Steps](#).

Please note that the communication guidelines are for students and parents and not for other third-party tutors. Teachers are not responsible for responding to third-party tutors because the VCS mission statement enforces a partnership between the school and parents.

All stakeholders, including students, teachers, and staff should try to respond within 24 business hours to time sensitive emails.

Student Support Services

VCHS offers student support services, such as Accommodation Plans, the REACH program, and the Resource Center. Students using these services should communicate with their counselor and the Director of Student Success (savilucea@vcs.net) to ensure they take advantage of support services and to ensure they understand support service policies and procedures, including policies for work submission and absences.

Report Cards

Semester report cards reflecting permanent transcript grades are provided at the end of each semester. The report card will include academic grades, [comments](#), and attendance information. Parents are encouraged to regularly check PowerSchool for grades and attendance information.

PowerSchool

VCHS uses PowerSchool for its student information system. Teachers use the system to input attendance, tardies, iPad off-task marks, and grades. This is the primary academic communication method and parents are encouraged to check PowerSchool every two weeks. With over 180 course offerings, each class is unique in the frequency of assignment input. Also, longer assignments, such as essays or lab reports, that require detailed feedback for students, may require longer than the average assignment to grade. If a parent or student is concerned about updates to PowerSchool, please contact the teacher or your counselor.



Students and parents have one month after each quarter to communicate a concern regarding an assigned grade. If the teacher has not been contacted in writing with the concern within a month of the quarter end, it is understood that the grade is valid and accurate.

Students with an I (Incomplete) on a report card have one month after the end of the term to resolve the grade. Students should work with their counselor to ensure this is taken care of or a non-passing grade may result.

PowerSchool Attendance Codes

Teachers should use the below codes to communicate with the primary educator, counselors, and administration about a student's attendance and tardies:

A = Absent
U = Unexcused
T = Tardy
L = Excused Tardy
O = Other

I = Ill
B = Late Bus
S = Suspended
V= School Activity
Y = iPad off-task

Z = iPad off-task and tardy
M = Absent on day of test/quiz
W= Web/Online
ET = Extended Tardy
ETE = Extended Tardy Excused

Transcripts

The Valley Christian transcript is a student's permanent academic record that documents courses taken at VCHS, all letter grades received, grade point average (GPA), and any other information needed to show completion of graduation requirements. The transcript is not used to record additional honors or work completed outside of VCHS unless it is the needed remediation of a course where a D or F was earned. Aligning with the policies of colleges and universities, VCHS does not remediate/replace grades of C- or higher on the transcript. Students and parents are ultimately responsible to ensure the accuracy of the transcript before submission to colleges and universities. For additional information about VCHS transcript policies, please refer to the [Course Catalog](#).

AP Course Continuation Policy

Students earning a D or F at the end of the first semester in an AP course will be required to transition out of the AP class for the second semester. If space allows, the student can be moved into the equivalent college preparatory (CP) course. If no appropriate CP course is available, the student must drop the class entirely at the semester break. This policy is in place to support academic success and ensure students are placed in courses aligned with their current performance.

Remediation Policies

Since Valley Christian High School has such diverse and unique course offerings, students must be very careful to enroll in classes that match their academic



abilities. Opportunities to remediate honors/AP courses are rare. Course-remediation policies are in the VCHS course catalog.

Homework Guidelines

Research shows that homework at the high school level is linked to college readiness and is needed for the development of student academic behavior such as time management, study skills, persistence, and help-seeking behaviors. All homework assigned by teachers should be meaningful and necessary for learning content knowledge or for developing key academic strategies such as problem solving, analysis, research, or reasoning. Listed below are the average expectations – please use the VCHS Homework Expectations and Time Commitment Worksheet located on the VCHS Course Catalog page on learn.vcs.net to help with life/school balancing. VCHS Homework Guidelines:

- Students are expected to practice the above skills and set aside approximately two hours (in non-honors classes) each night to focus on their academic development.
- The average student should spend approximately 30 minutes for each college preparatory class session, 45 minutes for mathematics classes, and 1 hour for each honors/AP class session.

The above estimations are meant to be for an “average” student. If a subject is more challenging for a student, that student may take longer to complete the work. If a student has created a distraction-free environment and still is spending significantly more time than the VCHS homework guidelines describe, he or she should email their teacher. Students need to be proactive about letting teachers know if the workload becomes overwhelming. It is far better to contact a teacher immediately, rather than allowing frustration to build up over time. Teachers are there to partner with you – please use them as your first communication path.

Homework/Classwork Late Passes

Students will receive homework/classwork “excused passes,” equal to 10% of assignments in that category in each course each semester. The amount for each class will be listed in the class syllabus. These will be tracked electronically. For example, four passes is based on one homework/classwork assignment each class meeting. These passes cannot be applied to lab, assessments, or unique work.

When a student does not submit an assignment on time, a homework pass for that course will be deducted, and the assignment will be excused. Students do not need to complete the missing work; it will not bring their grade down. Once a deadline has passed, a homework pass cannot be regained.



Students should note that the more work that is excused, the more their remaining assignments will impact their grade.

Once a student has used all of his/her homework passes, additional missing work will be entered into the gradebook as a zero.

Limitations on Homework Passes

- **Larger, ongoing assignments** are typically not eligible for homework passes, or a student may need to use multiple passes to excuse all or part of a larger assignment; students should check with their teacher and/or refer to the class syllabus.
- A homework pass **cannot be used to excuse classwork if the student was present in class during the activity or assignment**. If the teacher allows students to begin working on homework in class, that portion of the assignment is not eligible for a homework pass. Classwork completed during class is a fundamental part of the instructional process and contributes to the student's understanding and mastery of the material.
- Students are **not permitted to use all of their homework passes consecutively** (e.g., three back-to-back homework gradebook entries) without approval from a school counselor. This policy ensures that the use of homework passes supports academic responsibility and does not hinder the development of consistent study habits.

One Week to Apply an Excused Pass on a Poor Performance

To promote wellness and reduce stress, students may also use a pass to excuse an assignment in the Classwork/Homework category on which they performed poorly if they email the teacher within one week of the grade being input into PowerSchool. Passes may not be applied to earlier work at the end of the semester as the intention is to reduce stress and improve wellness throughout the semester rather than selectively manipulating a grade at the end of the term.

Academic Work Extensions

In an effort to build a culture of student ownership and responsibility, if a student emails a teacher, cc'ing a parent as well, **in advance of an assignment due date** to explain that the student will not be able to turn in work on time due to extenuating circumstances (family obligations, stress, outside commitments, etc.), the student will not need to use a homework pass. In this situation, the teacher will place a zero in the gradebook until the assignment is submitted and will not deduct a homework pass. The student may turn in the work a class period late without grade penalty. If the student does not submit the missing work within that timeframe and it is a homework assignment, any remaining homework passes will be applied.



If requesting work extensions becomes a pattern, the teacher may reach out to the student's counselor to request a schedule review as the student may be overcommitted. Abuse of extension requests may result in the AVP of Instruction revoking this privilege for a student.

Homework During Breaks

No homework should be assigned over major breaks (Thanksgiving, Christmas, winter, and Easter breaks). For example, for Winter Break, the last day to assign homework is Wednesday. Also, no major projects or tests should be due the first class period upon returning to school. Exceptions must be approved by the AVP of Instruction. Students may be asked to complete makeup work over breaks if they are academically behind.

Technical Issues for Work Submission

If a student experiences technical glitches or issues, he/she should email the teacher and explain the situation. Students should be proactive and timely with that information. If you are seeking help from Valley Christian other than a work extension, please email: <http://support.vcs.net>. Students should not go longer than a week with the same technical issue.

General Zoom/Online Guidelines

At times, some students may choose to observe class via Zoom – either during an absence or to reinforce learning by watching a lesson in another period. If a student is observing a class period other than their own for reinforcement, permission should be granted by the teacher. Students may not observe courses that are not on their official schedule.

Assessment Guidelines

Students should reference the class syllabus for how each teacher will communicate regarding testing and quizzes. Teachers must give students a one-week notification before administering a test, such as a unit test. Teachers will provide notification both on their learn.vcs.net site and in class.

The following test information should be provided at least two class periods in advance to assist students in preparing for a test: key concepts, terms, and skills that will be used on the exam as well as the approximate number and type of questions students can expect on the exam. Some teachers may provide a practice test instead.

Quizzes are not required to have advanced notice, but their point value should not be a significant portion of the grade if students were not given advanced notice. Students might not receive detailed study guides prior to a quiz.



During tests and quizzes, all smartwatches, smartglasses/AI glasses (e.g., Rayban's Meta AI Glasses), cell phones, and iPads must be turned in to the teacher. All backpacks are to be placed away from the students. Teachers may ask for hats/hoods to be removed. These policies are consistent with standardized testing procedures.

Test/Major Project Limits and Appeals

Students should have no more than two tests per day and no more than four tests in a typical school week. This does not include final exams week. Because quizzes are smaller than tests, two quizzes may be counted as one test in the calculation of appeals. A quiz is defined as:

- Covering a limited portion of class content, such as 1-2 class periods of learning.
- Worth significantly less than tests (less than a third of an average test's value).
- An assessment that uses less class time than tests (less than a third of the time of an average test).

Test Appeal Process

If a student is scheduled to take what they believe is more than two tests on one day or more than four tests in one typical school week, the student can appeal to postpone one of the tests until the next scheduled Warrior Time test makeup date. Students can appeal a test using this form:

<https://forms.gle/TiPS2e5euHnkQSi86>

(Please note that students must be logged in with their VCHS Warriorlife email to submit a test appeal.)

Test Return Policy

Students should be able to learn from test reviews about how to study and how to succeed on future assessments. Teachers must return a copy of all assessments to students for their review. This can occur during the class period with the teacher collecting the tests at the end of class to protect the integrity of assessments. Not all assessments will be sent home for review; parents who wish to review a test that cannot leave campus can set an appointment with the teacher during office hours.

Essay Feedback

Summative essays will be scored with a rubric. Students may receive additional written comments or may schedule follow-up appointments with their teacher to review the rubric and scoring in detail.

Review Days

The last two class sessions prior to each semester's finals week are to be used primarily as review time. Teachers may cover new material and assign



homework or quizzes during these four days, but no tests or projects should be due. Study guides due during review days or finals week are allowed.

Final Examinations

Comprehensive finals are given at the end of each semester and can constitute up to twenty percent of the course semester grade.

- No finals will be given before the beginning of the scheduled final week.
- Students who have an unexcused absence from the final or students who choose to not turn in a final project by the final exam deadline will receive a zero for that final. Students who want to turn in a final project late due to extenuating circumstances should **contact their counselor** to file a formal Appeal.
- **Students are not permitted to leave the final exam room early. All students must remain in the testing room until the scheduled final exam time has concluded, regardless of when they finish their exam. This policy ensures a quiet and respectful environment for all test-takers.**
- Students with an excused absence must schedule a time to make up the final. During first semester, students coordinate make up finals with the teacher. For second semester, make up finals must be scheduled with the counseling assistant.

Senior Semester 2 Final Exam Exemption Policy

Seniors may be eligible to be exempt from a final exam at the end of the second semester if the following conditions are met **in the specific course for which they are seeking exemption**:

- The student has a **90% or higher** in the class **as of two school days¹ after the VCHS deadline for all late work.**
- They have **7 or fewer tardies** (1st period class), or **4 or fewer tardies** (any other class period), even if seat time has been completed.
- They have **5 or fewer absences** in the class.
 - Students who exceed 5 absences due to VCHS obligations such as participation in a sport, AP exams, etc. may appeal to the office of Academics. Appeals should be made via email to aschneider@vcs.net no later than the VCHS deadline for late work.
- They are not enrolled in a **yearlong or spring dual credit course**. Finals are **required** in all dual credit classes, regardless of the student's grade.

Significant VCS Program Obligations During Final Exam Week

In addition to their academic studies, many VCHS students are also involved various VCS programs, including the Athletic program, AMSE program, BEI

¹ Note that all coursework assigned up to that date will be included in the grade calculation, and teachers will have grades updated by that time so students can determine whether they are eligible.



program, and Conservatory of the Arts. Due to external scheduling constraints, students involved in these programs may have significant events coinciding with VCHS final exam week. Examples of such unavoidable VCS program obligations include athletic playoff games, championship competitions, and significant performances. Students participating in these events are typically required to attend practices, rehearsals, and the events themselves. To ensure that these students are not academically disadvantaged, the following policies are in place:

- **Adjusting Final Exam Schedules:** Students impacted by a significant program obligation during final exam week can reschedule their final exams to different periods within the VCHS final exam schedule through an online sign-up system. This flexibility allows students to choose exam times that best fit their study schedules. VCHS will provide separate exam rooms for these rescheduled exams, and students must sign up in advance to ensure their exams are available according to their preferred schedule.
- **Excusing Final Exams:** For each **mandatory** game, performance, or competition, students may opt to excuse up to two final exams. This policy accounts for the study time lost due to practice, rehearsal, and travel, as well as the event itself. Students may only excuse final exams for courses in which they have demonstrated basic mastery of the material and skills, with a grade of C- or higher going into the final exam.

Important Exceptions and Clarifications:

- **Minimum Final Exam Expectation:** To maintain academic standards and continuity, all students must take a minimum number of traditional final exams, even if they qualify to excuse others due to a significant program obligation. Students with one qualifying event (such as a playoff game or performance) during final exam week must take at least four final exams. Students with two qualifying events must take at least two final exams. Students may sign up to excuse eligible exams in advance, but their adjusted final schedule must reflect these minimums.
- **Math Courses:** Because some subjects build cumulatively more than others, math courses are not eligible for final exam opt-outs. In addition, S1 math final exam scores inform placement decisions for the following academic year for students in grades 9-11.
- **Volunteer Participation in the Conservatory Chorus:** Students who volunteer to participate in the Christmas at the California Conservatory Chorus but who are not Conservatory Honors Artists or Honors Fellows are not eligible for final exam exemption as their participation does not reflect sustained program involvement. However, these students may adjust their



exam schedule to avoid conflicts with rehearsals or exams immediately following the performance.

- **Note:** *In rare cases of significant hardship, students may request an exemption from exams beyond their fourth by submitting a request to the Office of Academics. Approval is not guaranteed.*
- **Deadlines:** Qualifying students must abide by the established deadlines, as determined by the high school, for choosing which final exams to re-schedule or opt out of. It is the student's responsibility to stay informed through official school communications and meet relevant deadlines or forfeit the opportunity to adjust their exam schedule and/or excuse exams.
- **Dual Credit:** Students enrolled in Dual Credit courses cannot excuse a final exam for that class if it is required by the partner college.
- **Final Projects:** Final projects due during final exam week are not eligible to be excused. Students will be informed in advance by their program if there is a possibility of a significant obligation during final exam week, allowing them to work ahead on such projects.
- **Early AP Finals:** Students who have taken early AP final exams have the option to opt out of **their original score** rather than retaking the exam **to improve a course grade**, even though retakes are not required. To utilize this option, students must sign up through the online system designated for exam rescheduling and opt-outs due to program obligations. Once registered, their teacher will excuse the early final exam grade, ensuring that the student does not need to retake the exam to improve their course grade.
- **Seniors with A Grades:** Second-semester seniors only need to consider moving or opting out of exams for courses in which they do not have a grade of 90% or above. Seniors with a grade of 90% or higher in a course are not required to move or opt out of the final exam for that course.

Example Scenario:

Tim, a varsity baseball player, has five final exams during exam week and a playoff game on Tuesday evening, with a second possible game later in the week. With one qualifying event, Tim must take at least four final exams and may excuse one. (Note: If Tim had six exams, he could excuse two and still meet the four-exam minimum.)

Tim uses the online system to excuse one eligible exam and schedules the rest around his practice and game commitments. He plans to take his math final and his dual credit final, since those cannot be excused, and selects two



additional finals to complete his required four. He also reschedules one exam to Friday morning to give himself more time to study.

If his team advances and he has two playoff games, Tim becomes eligible to excuse up to three exams, since students with two qualifying events must take only two final exams.

This approach ensures that students can fulfill their VCS program obligations while maintaining their academic performance, reflecting our commitment to providing a nurturing environment in which students can pursue their personal quest for excellence.

Make-Up Work

Excused Absences

Students with excused absences will be allowed one class session for each day absent to make up most missed work (for exceptions to work extensions, see the **Test/major Assignment Absences** and **Absences the Class Prior to a Test/Major Assignment** policies). See samples below:

If a student is sick on Monday, the student will check the teacher's website before class on Wednesday and ask clarifying questions of the teacher on Wednesday. The work is due on Friday.

If a student is sick on Monday and comes to school on Tuesday, the student is responsible for Tuesday's classwork, since the student did not miss any time from that class. If the student needs an extension on Tuesday's assignments, they must email the teacher in advance, and exceptions are at the discretion of the teacher.

If a student is sick Monday and Wednesday (two consecutive class absences) and comes to school on Friday, the student asks clarifying questions of the teacher on Friday. All of the missed work from Monday and Wednesday is due the following Thursday.

Work includes in-class assignments, labs, tests, papers, projects and any other activities worth points. **Students should show responsibility by proactively emailing teachers and explaining the absence.** Students must also determine what work or tests were missed and initiate arrangements with the teacher. A reduced grade or zero may be given for make-up work not turned in according to the policy above. A teacher may ask a student to take a quiz if that quiz had been previously communicated and there was no material covered in the class where the student was absent that would be required to be successful on the quiz.



Unexcused Absences

Students with unexcused absences may make up missed work, but it is due the next class; there is no extended make-up time given. Participation points or in-class extra credit given during that class cannot be made up.

If a student has an unexcused absence class on Monday, the work is due on Wednesday. No academic penalty is given, but other school disciplinary action may be taken for the unexcused absence.

Extended Absences

Students who have extended absences due to surgery or extended illness should email or meet with their counselor to create a reasonable plan for make-up work, including in-class work and tests. Plans will be made on an individual basis by consulting the family and the teachers. Our goal is to support the healing of a student's physical, mental, emotional and spiritual health while at the same time advising students on how to successfully continue in their academic studies.

Advanced Absences Form

Students who have planned extended absences, such as a family, athletic, or school trip should complete and turn in an **[Advanced Absence Request form](https://drive.google.com/file/d/18bAJtd5GxH2ESn7z5Gtn_avQOmvC3Xwj/view?usp=sharing)**: https://drive.google.com/file/d/18bAJtd5GxH2ESn7z5Gtn_avQOmvC3Xwj/view?usp=sharing. This form must be completed prior to the absence. The teacher will note if the absence is recommended or not recommended, along with what work must be completed during the trip in order to protect the student's academic standing. Students should work with each individual teacher on what is due upon return versus what can have extended time. The counselor will then review the academic plan for final approval.

School Activity Absences: Performance, Competition, etc.

Partial School-Day Absences

Students who miss one class due to an excused event, such as a school performance or athletic competition (Conservatory of the Arts, Athletics, AMSE, BEI, IMPACT, etc.), are still responsible for the work due that day. Work should be turned in to the teacher or to the front office before leaving campus.

For the work that was assigned during the missed class, students should check the teacher's website for the missed work and speak with a classmate about what occurred in class. The student must complete the assigned work without an extension if possible. If the student cannot complete the assigned work, the



student MUST (no exceptions) email the teacher prior to the next class session and work directly with the teacher to see if an extension is possible.

Full School Day Absences

When a student is absent for one or more full school days due to a VCHS extra-curricular commitment, students are expected to complete an advanced absence form. This allows the teacher to give instructions prior to the absence. Once completed, the form should be shown to the program leader, who should skim the forms and help identify pockets of downtime on the trip in question when students can work on schoolwork. Students then follow the excused absence policy for late work deadlines.

Students cannot miss additional class time prior to or after the extra-curricular commitment unless the mentor/program leader directly contacts the teacher in advance.

Student Activity Balance

Students know that their role as a student is the top priority, with co-curricular commitments as a second priority. Students are expected to pro-actively plan for managing their academic load and do work in advance of the busy co-curricular season (e.g., robotics build season, tech week, etc.) or during travel/down time. If a student realizes they will be unable to balance the load, they are expected to take the following action:

- Students must proactively email the teacher for an extension. Students are expected to cc the program leader, so the leader can track if students are struggling with a balance or not using their down time effectively.
- Students should understand that blanket extensions will NOT be made for students in programs, due to the varying levels of commitment for each student. Students should not retroactively ask for grace or re-testing, but need to make requests in advance.
- If a student is overwhelmed and will require more than one extension, they should work through the counselor.

Physical Education and Dance Absences/Exemptions

Physical education is an important subject for all students. One-day exemptions from P.E. or dance classes may be made on the basis of a note signed by the parent, but a written note from a physician is needed for any exemptions for more than one day. Multiple one day exemptions may result in a grade reduction. A student without a note must take P.E. unless the P.E. teacher or administrator acknowledges the student's physical inability to participate. A student who has a doctor's note for an extended period of time will be given a modified activity or assignment to fulfill their PE or dance requirement. The modified activity/assignment will be decided by the collaborative efforts of the



PE or dance staff and department head. Because P.E. and dance classes rely on physical participation and assessment, students who are unable to physically participate for longer than 1 month may require alternate solutions, including dropping the course. If a student's medical exception reaches this point, the department will schedule a meeting with the student and their family to discuss the best course of action to protect the student's health and the integrity of grades. Please see the teacher's syllabus for additional details.

Failure to obtain and maintain the appropriate P.E. or dance clothing negatively impacts the P.E. and dance grade.

Summer School Credit Outside of VCHS

Before beginning a summer course, counselor approval must be given in order to receive high school credit for summer school courses taken outside of VCHS. It is important to note that colleges and the NCAA Eligibility Center may not accept some on-line work as part of their requirements, which is why counselor approval is so important. The school must receive official notification of satisfactory completion of all transfer courses before credit can be given.

Standardized Testing

The **PSAT/NMSQT** (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) and the PSAT 8/9, both aligned with the redesigned SAT, are used as the school-wide standardized testing for students to track their college readiness. The PSAT acquaints students with the SAT but does not replace it. The PSAT is given by the school each October to all students in grades 9-11. Students receive their detailed results online in January. The PSAT acquaints students with the SAT but does not replace it. For juniors the PSAT is the only qualifying test for the National Merit Scholarship program, which offers recognition and scholarships for high achievement.

The **SAT Reasoning Test, SAT Subject Tests and the ACT** are national aptitude tests that can be required by four-year colleges for entrance. Registration for these tests must be done online at www.collegeboard.org or actstudent.org. VCHS will offer the SAT to juniors and seniors for a fee – it is the parent's responsibility to sign up for this test. The rest of this testing is not given on the VCHS campus and is administered on various Saturdays during the year. It is recommended that these tests be taken by the spring of the junior year. They may be taken more than once. SAT/ACT preparation courses are available to equip students for optimum performance on the SAT/ACT. Limited tuition assistance may be available for the VCHS SAT/ACT preparation course. Applications for the VCHS SAT/ACT Prep class are available in the high school office.



AP (Advanced Placement) Tests are associated with a college-level course. The College Board dictates the academic rigor and scope of these courses and must approve courses before they can receive the AP designation. Students enrolled in these courses are expected to take the associated exam in May, which evaluates their mastery of the material for that course. AP test registration information will be sent to families of students enrolled in AP courses at the beginning of the school year, and families are responsible for completing registration on myap.collegeboard.org. College Board fees for these exams apply. Families must ensure that registration and fee payment is completed by VCHS deadlines to ensure students are able to take their AP exams. Please see www.collegeboard.org for more information on AP tests. Space for AP testing on campus is limited, and priority is given to students enrolled in VCHS AP courses. Note that students who drop an AP course will be removed from AP exam registration unless they proactively communicate with the Academic Program Manager (ellee@vcs.net) when dropping the course.

Student Records

Student school records are kept in school files. According to the California State Department of Education:

Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to these children which are maintained by school districts or private schools. The editing or withholding of any such records, except as [specifically] provided for [by law] ... is prohibited. (Section 49069)

Parents who wish to view their student's records will need to allow up to 24 hours to schedule an appointment to view the file with school personnel.

Originals of all files and records remain the property of Valley Christian Schools. Copies of files will be made by Valley Christian Schools upon written request of a parent if all financial obligations are current. The parent shall be required to reimburse Valley Christian Schools for the costs of copying student records requested by the parent.

Academic Probation

Any student who attains an academic GPA of 2.00 or lower, receives an "F," or has multiple "D's" at the end of a quarter or semester will be reviewed and possibly placed on an academic improvement plan by the academic counselor. If placed on an academic improvement plan, the student will be flagged for an Academic Watch and additional tutoring or study halls may be recommended in order to remain at VCHS. Students on an academic improvement plan are reviewed at the end of each semester. Students who are continuing to academically struggle at the same or lower level may be put on



an academic hold and may not allowed to reenroll until a plan for academic success is established that meets VCHS' academic expectation of students. The academic expectation for a VCHS student is that they apply their God-given abilities with sincere and evident effort, partnering with parents, counselors, and teachers, to take responsibility for their own academic success.



Code of Conduct

Respect for Biblical Values

Students are expected to respect and adhere to VCS' Christian morals and religious conduct standards.

As a Christian school, VCS desires that every school employee and student reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do—both on and off campus—are extremely important. The expectations of Biblical behavior are not limited to a specific time or location. While many conduct standards address behavior at school or school-sponsored events, students and parents understand and agree, as a part of enrollment, that a student's violation of conduct standards, **whether away from campus or outside of school hours** (including over the summer), can result in suspension, expulsion, or other discipline. Students who are required to withdraw or who are expelled are not considered for readmission for at least one year.

Unity

VCS prohibits any action which the VCS administration believes would encourage, promote or create division on campus or within the VCS Community.

VCS prohibits students from wearing clothing, exhibiting paraphernalia, participating in activities, or conduct that conflict with the mission and vision of VCS, VCS' Statement of Faith, *Philosophy of Christian Education* or conduct standards.

Consistent with VCS' Statement of Faith and Philosophy of Christian Education, the altering of one's biological sex or **changes related to** expression or identity (attire, pronouns, use of facilities, etc.) are inconsistent with our religious conduct standards and Statement of Faith. We believe, as a matter of faith, since God forms each life, and gender, at conception, it is not the divinely intended prerogative of people to redefine God's creation or alter God's assigned gender. (Genesis 1:26; John. 1:3, Jeremiah. 1:4-5; Psalm. 139:13-16).

Parent and Student Partnership with VCHS

"Do two walk together unless they have agreed to do so?" - Amos 3:3

At VCHS, we believe partnership with families is essential for student growth and development. As a result, our mutually shared goal is to walk together in a spirit of cooperation, trust, and respect. As a part of enrollment, families commit to



cooperating with and supporting VCS, its administration, and staff while enrolled at VCS.

What Partnership Looks Like

We view partnership as a shared commitment to grace-filled, growth-oriented communication and community. Partnership includes:

- Listening with empathy, believing the best about one another
- Following our VCHS handbook communication model
- Offering helpful feedback in a way that helps people grow, builds trust, and strengthens shared understanding
- Respecting the mission and authority of the school, even when school decisions differ with personal preference

What Partnership Is Not

While good intentions often drive action, true partnership requires mutual agreement about how concerns are handled. Partnership is not:

- Bypassing agreed-upon communication pathways in favor of personal investigations, personally designed surveys, anonymous communication, or student/parent-led campaigns
- Speaking **about** others rather than **to** them or using public platforms (digital or in-person) to share frustrations
- Approaching conversations with a combative or accusatory tone, or refusing to move forward respectfully even when a decision stands.
- Requesting or expecting staff to communicate with third parties (e.g., outside tutors, independent counselors) rather than directly with students and parents

At times, parents may have questions, concerns, or disagreements regarding school policies, decisions, or practices. VCS welcomes these discussions and constructive feedback with an appropriate VCS staff member. However, all communication and interactions with faculty, staff, administration, and other members of the school community are to be conducted in a manner that is civil, respectful, professional, and aligned with the mission and values of the school. Disagreements should be addressed through appropriate channels and in a spirit of mutual respect and collaboration. Complaints or concerns should be addressed to the appropriate staff member or their supervisor. Complaints or concerns should not be addressed through social media, group communications, online, or involving other third-parties.

Because VCS seeks to create a positive and supportive school environment, it is essential that parents and guardians cooperate with and support the school's leadership, staff, and policies. Actions that undermine administration, staff, the mission of the school, create division, or reflect a lack of support for the school, its standards, policies, and staff may result in consequences, including limitations



or restrictions on parents or students' involvement in activities, discipline, suspension, or potential dismissal from school.

Respect for Adults

Students are expected to demonstrate respect for all faculty, staff, substitute teachers, guests to our campus and other members of the school community. This includes following directions of staff, responding appropriately to correction, and engaging with others in a courteous and cooperative manner. Students who act disrespectfully in violation of this policy will face disciplinary action.

Respect for authority is a foundational aspect of our learning environment. Students are expected to comply with instructions from school personnel promptly and without argument. Defiance or insubordination of authority is not permitted.

In rare instances where a student believes a direction given is unsafe or potentially illegal, students are expected to use sound judgment and report their concerns to a school administrator or other trusted adult as soon as possible. No student is expected to follow instructions that are unsafe or violate the law.

Physical Relationships and Risks of Abuse

We believe and teach students that sexual relationships were designed for adults within the confines of marriage. Students agree to abstain from romantic affections and activities that promote sexual intimacy.

We also recognize that navigating physical relationships can be challenging for teens, who are new to dating. Sometimes it may be difficult for teens to recognize or speak up about sexual assault and abuse as part of an abusive relationship. If there are any concerns, VCS administration is available to partner with our teens, along with parents, counselors, or other safe adults. It is all of our responsibilities to speak up if there are warning signs that a student is possibly at risk of an abusive relationship. [VCS provides training opportunities and education for students, as well as parents, on these issues. Students or parents with questions or concerns should reach out to one of the administrators listed at the start of the handbook for more information or additional support services.](#)

Student Emotional Safety

VCS reserves the right to intervene on a student's behalf for their physiological, emotional, and physical health. This could include requiring a family to speak with a doctor or attending therapy. If VCHS feels unable to secure a student's well-being while on our campus, the student may be asked to take a reduced class load , [not participate in an extra-curricular program, not attend a trip](#), or take a leave of absence from school.



VCHS Communication Policy: Talk With, Not Talk About

Purpose: At VCHS, we believe in growing a community marked by clarity, courage, respect, and Christlike unity. This communication policy should be used in all aspects of working with VCHS, including with other VCHS families, VCHS programs, coaches/mentors, and teachers.

VCS holds Matthew 18:15–20 as a foundational model for restoring relationships when sin or harm occurs. However, many relationship challenges in a school setting, such as misunderstandings, miscommunications, or unmet expectations, do not rise to the level of sin. Our VCHS communication model is spiritually aligned to Jesus' practical teaching and values in Matthew 18 and is practically designed for the full range of everyday communication challenges that can occur between people.

Talk With, Not Talk About: A 6-Step Communication Process

1. Assume the Best (Internal step)

"Be completely humble and gentle; be patient, bearing with one another in love." Ephesians 4:2

Start from a posture of grace and bring your own good intentions. Most people are doing their best, and misunderstandings are far more common than malice. Start by assuming the best of others.

2. Don't Wait for a Stack of Concerns (Internal step)

"Do not let the sun go down while you are still angry..." Ephesians 4:26

Waiting until frustrations pile up often leads to heightened emotions and even more serious communication breakdown. If something seems off, pray about it and then ask for clarification sooner rather than later.

3. Talk to a Wise and Mature Guide First (If needed – prepping to talk)

Before going to someone directly, students may need help figuring out how to approach the situation. The goal here is to seek wisdom from someone that both parties trust—not to try to get others on your side or gossip. For students, that may be a parent who can provide some coaching. VCHS also provides the following supportive adults for both students and parents to help provide wise counsel (please use the vcs.net directory or ask the high school front office if you need an email address):

Student-to-Student Concerns	Student-to-Teacher or Classroom Concerns	Student-to-Coach/Mentor Concerns
<ul style="list-style-type: none"> • Wellness Counselor: Mrs. Abra Martinez • Campus Pastor: Mr. Marcus Martinez 	<ul style="list-style-type: none"> • Academic Counselors 	<ul style="list-style-type: none"> • Athletic Director: Mr. Ryan Realini • AMSE Director: Mr. Emeka Okekeocha



<ul style="list-style-type: none">• Dean of Students: Mr. Mike Machado	<ul style="list-style-type: none">• AVP of Instruction: Dr. Ryan Eshoff	<ul style="list-style-type: none">• BEI Director: Mrs. Molly Meyer• Conservatory of the Arts: Mr. Troy Gunter
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4. Email or Talk Directly to the Person (1st External step)

Try a respectful, empathetic, and curious email or conversation first. This often clears things up quickly and helps both parties grow in understanding and trust.

5. Bring Someone with You If It Didn't Go Well or You Need Help with Resolution

If the direct conversation was unsuccessful or left you feeling misunderstood/more frustrated, you may need help bringing the issue to a conclusion and/or restoration to the relationship. Invite one of the trusted individuals listed in Step 3 to join you for an in-person meeting. Sometimes having a third party helps the concern be heard more clearly or expressed more calmly.

6. Involve Campus Leadership if Needed

If your concern has not been resolved through the steps and it involves fairness, safety, or a serious breakdown (or if it is simply still not clear to you), then it's time to bring the concern to campus leadership (listed at the front of the handbook). These leaders will bring wisdom, prayer, and oversight to discern the next steps.

FAQ's for the VCHS Communication Policy

1. What If You're Heard, But Still Disagree?

"Submit to one another out of reverence for Christ." — Ephesians 5:21

If the process doesn't result in reconciliation and agreement, Jesus advises in Matthew 18 to take some space from that person and stop talking about the issue to others. You're not expected to force a friendship or fix everything immediately. Healthy space with mutual respect with some distance can sometimes be the next right step.

When working with a teacher or coach, sometimes, even after a respectful and thoughtful conversation, the VCS employee may understand your concern but choose not to change a decision, grade, or policy. This doesn't mean your voice wasn't heard; it means they exercised their professional responsibility while still valuing your input.



In either of these scenarios, parents play a critical role helping students regulate emotions. By modeling emotional maturity and honoring the process, parents teach students the Matthew 18 values. Parents may want to speak with another trusted VCHS adult (see Step 3) for additional support.

2. What if Your Situation May Need an Appeal?
 - Sometimes, teachers or other staff do not have the proper authority to address unique situations that require exceptions, such as:
 - Formal Grade Appeals: Email the AVP of Instruction to initiate a formal grade appeal.
 - Academic or Other Handbook Policy Appeals: Student/Family approaches assigned counselor with a detailed appeal proposal.
3. Can I Have a Tutor Go Through This Process for Me?
 - Please note that the communication guidelines are for students and parents and not for other third-party tutors. Teachers are not responsible for responding to third-party tutors because the VCS mission statement enforces a partnership between the school and parents.
4. How Long Should This Take?
 - We aim to respond to time-sensitive concerns within **24 business hours** to acknowledge receipt and begin the process of resolution. Please note that while you can expect an initial reply within this timeframe, **the full resolution of the concern may take longer**, especially if follow-up meetings, conversations with additional parties, or formal review by an administrator or committee are required.
 - If you do not receive an initial response within 24 business hours, please contact the front office for assistance.

Student Voice at VCHS

At VCHS, we believe student voice is a vital part of shaping a healthy, Christ-centered learning community. Student voice is not simply about expressing opinions, but rather contributing thoughtfully, respectfully, and relationally to areas that impact the student experience. We value listening to student insight and, when appropriate, consulting them before making final decisions.

We define student voice as:

Students partnering with school leaders through established, respectful pathways to provide insight, feedback, and ideas that help improve the VCHS community for all. Our model emphasizes:



Consulting students when decisions directly impact their experience
Informing students once leadership decisions have been made
Centering students in the way we implement, communicate, and support school policies

Student Voice Pathways

VCHS administration proactively invites student voice through the following established pathways:

- Student leadership roles in ASB and Student Government
- Enrollment in Bible Service Learning: Mentoring class
- Participation in focus groups and student panels
- Individual drop-ins during Principal and Teacher Office Hours
- Officially distributed surveys and polls
- Informal, relational conversations with staff or administrators

Students who wish to provide input should do so by using one of these partnership-based pathways. For a healthy community, we expect students to engage through these channels rather than attempting to influence through external pressure, division, or unauthorized group action.

Students who depart from partnership and shift toward advocacy that causes division or disrespects school processes may harm community unity and could be subject to disciplinary action, in accordance with our handbook guidelines.

Survey and Data Collection Policy

To maintain trust, consistency, and alignment with the values and communication protocols of Valley Christian High School, no individual may independently initiate surveys or data collection involving students, staff, or families without prior approval from school leadership.

Unless a teacher or coach is conducting a classroom-based survey focused on their assigned students' learning experience, all other surveys must be reviewed and approved by VCHS administration before distribution. This includes, but is not limited to:

- Graduate school research or master's thesis projects
- Student projects for classes, ASB, or journalism
- Parent-initiated surveys or informal data collection
- Any attempt to gather student, parent, or staff input in group or anonymous formats

Students, parents, and employees are expected to consult with school leadership before organizing any form of input-gathering activity. This ensures that all efforts align with the mission, values, and legal responsibilities of the school community.



VCHS Academic Integrity Policy

Valley Christian High School's "Quest for Excellence" encompasses all aspects of growing and learning, including academic integrity. The desire of VCHS is to graduate students who are life-long learners with all the academic skills necessary to pursue higher education or enter the workforce. We want our students to be critical and original thinkers who are positive contributors to society. VCHS's faculty and administration believe in academic honesty and the principle of an honor code. Students are expected to do their own homework, submit their own thoughts for writing assignments, and complete assessments without external aids. Students are also expected to deny requests from other students to copy from their work. Violation of this policy can result in suspension from school and further disciplinary and academic penalties.

Definitions

Academic Integrity: A commitment, even in the face of adversity, to five fundamental Christ-like values: honesty, trust, fairness, empathy, and responsibility.

Plagiarism

The offering of another person's words or ideas as one's own writing/work.

Plagiarism includes:

1. Failing to cite quotations and borrowed ideas not considered "common knowledge"
2. Failing to enclose borrowed language (three or more words in a row) in quotation marks
3. Failing to use student's own word choice and sentence structure by instead simply copying a source's sentence structure and substituting synonyms
4. Copying another person's work, in part or in full (including homework and math formulas)
5. Copying and pasting from the Internet without citation
6. Falsifying citations or sources/intentionally misattributing sources
7. Having a parent or another person write an essay or do a project that is then submitted as one's own work

Cheating

Cheating is an attempt to improve one's score or to help improve someone else's score through dishonest means. Cheating includes:

1. The use of another person's test/quiz/answers either before or during an exam
2. The use or possession of notes, answers, cheat sheets, electronic devices or other sources not approved by the teacher during the exam
3. The stealing/receiving of tests/quizzes prior to the exam



4. The giving/receiving of specific test information to members of another class period or to a student who was absent for the exam
5. Communicating/requesting information to/from another student during an exam
6. Using an online system or another person to complete an assignment designed to be completed by the student
7. Allowing another person to complete online work instead of the student, such as ALEKs or learn.vcs.net discussion boards
8. Looking onto another student's exam for answers or allowing a student to look at any student's exam for answers
9. Submitting pre-written work when such work is expected to be written in class
10. Falsifying data (science labs, statistics, etc.)
11. Working with another student(s) on assignments when individual work is required
12. Submitting the same work for more than one assignment **or course** without express permission from the teacher(s)
13. Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam
14. Missing class in order to avoid turning in an assignment or taking a test
15. Misrepresenting community service hours
16. Misrepresenting information on any official document (i.e. forgery of parent signature)
17. Taking pictures or screenshots of quizzes or exams during the quiz/exam or during the review of the exam/quiz
18. Requesting pictures of a test or stolen test materials from another student

Falsification of Medical Documentation

If the authenticity of medical documentation is called into question, the school will reach out to the appropriate individuals and/or institutions to verify the document(s). Students may be asked to remain at home during the investigation of suspected falsification of medical documents. The student's family will be notified of the conclusions of the investigation into the authenticity of medical documents in question. If it is found that the medical documentation has been falsified, a meeting will be scheduled with the parents of the student to discuss the situation, address concerns, and determine appropriate actions or consequences.

Use of Artificial Intelligence (AI)

VCHS seeks to help students harness the potential of AI, **defined here as tools that generate text, images, code, audio, or other content based on user input**, while ensuring that students acquire and master the academic skills and knowledge necessary for their long-term success.



While our community encourages innovative uses of technology, we recognize the limitations and potential harms of AI when used beyond its intended use in an educational context (described below). We are committed to student safety and well-being, and this policy reflects that responsibility.

AI Educational Philosophy & Teacher Role

- Some assignments at VCHS will encourage the use of AI as teachers help students learn to use technology appropriately. Other assignments will prohibit the use of AI if its use takes the place of the student's learning process.
- For assignments that integrate AI, teachers will make clear to students that AI is permitted and explain the parameters for its use.
- Teachers are encouraged to model ethical and effective AI use in the classroom. This may include showing students how to:
 - Develop ethical and responsible AI prompts (i.e., not to mislead, bypass restrictions, or avoid doing assigned work themselves),
 - Evaluate AI-generated content, and/or
 - Compare outputs across AI tools.

Responsible Student Use

When using AI, students are expected to:

- Think critically about the information AI provides.
- Verify the accuracy of AI-generated content against reliable sources.
- Follow copyright laws and never submit copyrighted materials to AI tools.
- Avoid entering personally identifiable information (PII), including names, grades, or health-related data, into AI tools.

Assignment Expectations in the Context of AI

Unless specified by the teacher:

- All VCHS assignments are intended to be independently completed by the student and representative of their own knowledge and skills.
- Any text, images, formulas, or material copied from external sources, including scholarly journals, the internet, AI-generated content, etc. should be enclosed in quotation marks and cited to attribute credit appropriately.
- Students who borrow from outside sources without attribution or who do not demonstrate independent work risk violating the VCHS Academic Integrity Policy.

When AI is permitted by the teacher:

- Students must clearly disclose how and where AI was used. For example:
 - "I used ChatGPT to generate sample thesis statements"
 - "Claude helped organize the structure of my outline."



- “I used Midjourney to generate the graphics for my slide deck.”
- Students are not expected to disclose the use of AI tools designed to help with the grammatical revision of student-produced writing, such as Grammarly for take-home writing assignments or in-class digital writing.

This transparency helps teachers understand the student’s process and support learning.

Students unsure of what resources are permitted for a particular assignment or how resources—such as AI—can be used on an assignment should consult with their teacher in advance.

Acceptable Everyday Uses of AI

Using AI as a study tool or virtual assistant can be a helpful and appropriate part of the learning process when used responsibly. Many VCHS students have found value in asking AI to explain challenging concepts in different ways, generate practice questions or study guides, or assist in clarifying the tone and wording of emails to teachers.

Additionally, tools like Grammarly and similar platforms that offer grammar and style suggestions, including those that now incorporate AI features, are permitted for take-home or in-class digital writing assignments, unless a teacher specifically prohibits their use for a particular assignment.

These example uses do not violate the VCHS Academic Integrity Policy, provided that AI tools are used to support learning, not to replace original thinking or academic effort.

Note of Caution Regarding AI Use

AI tools are not licensed counselors and should not be used for therapy or emotional support. If you're in distress, contact the school wellness counselor or call 988 in an emergency. Additionally, using AI to falsify information, harass others, or create digital likenesses without consent is strictly prohibited.

Academic Integrity Enforcement

Any incident of academic dishonesty is considered a violation of the school's honor code. All faculty, including staff and faculty who are assigned campus supervision duty, are required to confiscate the item(s) in question (paper, iPad, cell phone), turn it into the office, and report all possible violations. Violations may result in both academic and disciplinary consequences.

Academic disciplinary offenses are cumulative from year to year.



Academic penalties vary widely based on the severity and type of infraction. The dean of students and AVP of Instruction will speak with the teacher to determine an appropriate level of academic penalty that reflects the severity and type of infraction, while also considering fairness to all other students who completed that assignment with integrity. Patterns of behavior will also be considered. The administrative team will make the final decisions as to grade and disciplinary penalties.

Standard Progression of Disciplinary Action:

1. Referral and disciplinary action based upon the level of the infraction. The student will also be required to complete an academic integrity response packet.
2. Referral and an escalated disciplinary action based on the severity of the infraction.
3. Referral and up to five days suspension or expulsion. College counselors may be required to report a pattern of academic dishonesty to colleges and universities.

Depending on the severity and timing of incidents, students may be required to go on an academic contract in order to continue attending the school.

Personal Property

Students, parents, and guests on our campus are expected to respect the personal property of others. Students should leave the property of others alone. Destruction, damaging, tampering with, or theft of another individual's or the school's property is not tolerated.

Valley Christian High School is not responsible for lost or stolen items. If an item goes missing, the school will work with the student and take appropriate actions, such as reviewing video footage or interviewing students to attempt to locate the missing property.

Electronic Media Lost and Found

All FOUND electronic media will be placed with VCS Security. VCS Security will log all found property and attempt to locate the owner. All LOST electronic media should be reported to VCS Security. The information will be logged and the reporting party shall be notified if the item is found. All items not claimed will be donated or recycled as needed.

Profanity & Language Expectations

Students should strive for excellence in all they say and do. How we speak influences our entire environment and impacts everyone around us, which is why inappropriate and vulgar language is not acceptable at Valley Christian



Schools. The VCS administration considers profanity a serious violation and will discipline students accordingly. Students who use profanity may immediately receive a detention with a suspension on the second violation.

VCHS expects students to not casually use language that is considered socially offensive and/or strongly impolite. We also expect our students to display polite behavior in public and social settings, which includes thoughtful word choice.

VCHS also expects students to show respect for our Christ-centered value system. That means that our school considers the use of the Lord's Name in Vain as poor word choice and to be avoided by our students. Casually using the name of God or Christ is seen as offensive to Christians and we want our students to be respectful of the values that we uphold.

Public Displays of Affection

Public displays of romantic affection are not permitted. This includes kissing, lying on each other, prolonged hugs, sitting on laps, and other inappropriate physical contact. Disciplinary action may occur if behavior is deemed inappropriate by the faculty or administration, including suspension and expulsion.

Food, Beverage, and Gum Expectations

No gum chewing is allowed on campus. Policies related to food and drink (other than water) in the classroom will be determined by individual teachers, so long as the food/drink does not create a distraction to others, students show responsibility with waste, and food/drink does not pose a risk to school property.

Assembly and Chapel Behavior

VCHS expects respectful behavior while in chapel and assemblies. Students should not be a distraction to the speaker or other students around them. Students should also stay attentive. This includes no sleeping or putting heads down, no sweatshirt hoods up, no use of any electronic device, no leaning on other students, no playing with other students' hair, no attempts to communicate to students in a way that distracts others, etc.

If a student is seen with a cell phone **or earbuds/headphones** during chapel service, the phone **and/or earbuds/headphones** must be turned into the office.

Prohibited Materials

- Toys and other materials not related to education should not be brought on campus without permission from the school (i.e. electronic games, game cards).



- Smartglasses (e.g., Rayban's Meta AI Glasses) or any other camera-enabled glasses are prohibited on campus.
- Water balloons or any water related items used on campus are grounds for immediate suspension.
- Unauthorized items will be confiscated and may be reclaimed in the office at a later time.

Non-Academic Devices/Cell Phone Use

Devices such as cell phones, smartwatches and other personal devices that are not approved by the teacher are not permitted in class. Headphones outside of class are not allowed during school hours including breaks, lunch, and passing periods. Headphones may be immediately confiscated and kept overnight.

Cell phones or smartwatches will be permitted on campus as a service to our students and their parents under the following conditions:

- Device is not to be taken out for any reason during class time.
- Device is to be turned off while students are in class or assemblies.
- Device will be collected before tests and quizzes.
- Camera phones are permitted on campus; however, the camera feature may not be used without the permission of the person being photographed.
- Administrators may search devices to determine activity.

Non-Academic Devices/Cell Phone Policy Enforcement

1st violation: Student's device is kept overnight

2nd violation: Parent contact, detention

3rd violation: One-day suspension

Bicycles/Skateboards

Bicycles are not to be ridden on the sidewalks of the campus. They are hazardous to riders and pedestrians. Students cannot ride skateboards, scooters, roller blades, or roller skates on the school grounds.

Weapons

Guns, knives of any kind, firecrackers, or any other weapons of any description are illegal and not allowed on **ANY** school campus. Bringing these items on campus will result in **IMMEDIATE expulsion**. Bats, lacrosse sticks and color guard rifles/flags are not allowed to be out during school hours.

Property Damage

Breakage of, or damage to, school facilities, equipment, or supplies (i.e., desks, lockers, textbooks, etc.) or other student property must be paid for by the



responsible party(ies) whether the damage was done intentionally or accidentally.

Prohibited Areas

Valley Christian School High School is a closed campus, which means a student may not leave the campus without written permission from a school official based upon permission from a parent/guardian.

While on campus, students must stay within supervised areas for their own safety and protection. Students outside of the designated areas may be disciplined. Students should not be found in the opposite gender's-specific areas, such as restrooms, changing rooms, locker rooms, etc. Students are also not permitted to be in the following areas without high school approved adult supervision: administrative offices, parking lot, gyms, hallways, stairwells, outside walkways or any area outside of the sight of a supervising adult.

iPads/Devices

All VCHS students are required to bring an iPad [or laptop](#) to school to maximize their learning experience. [Each student's personally owned device must meet the minimum technical specifications designated by the College Board for Bluebook-enabled testing.](#) Families are encouraged to purchase Apple Care and insurance for iPads in case of damage or loss.

Most Common iPad Issues to Avoid

1. **Passcode Lockouts:** Students often forget their iPad passcodes or share them with friends who later change and forget the passcode. In some cases, the only solution is to erase and reset the device to factory settings, resulting in the loss of all unsaved data.
2. **Lack of Backups:** Students frequently fail to back up their iPads, including critical apps like Notability.
 - o Without regular iCloud backups, any loss, reset, or damage may result in permanent loss of notes and assignments.
 - o Students should regularly check that iCloud backup is enabled and functioning properly.
3. **Inadequate Protection:** Many students either don't use a case or choose one based on appearance instead of protection.
 - o A durable, shock-absorbing case is essential to prevent damage from drops and everyday use.
 - o Thin or decorative-only cases often lead to cracked screens and costly repairs.
4. **Improper WiFi Usage:** Devices must be connected to the "VCS" WiFi network using Warriorlife credentials.



- Connecting to other networks (e.g., “VCS Visitors” or personal hotspots) can disrupt access to the school network and online resources.
 - Students must remove or “forget” unauthorized networks in their device settings.
5. **Use of VPN Apps:** Installing VPN apps interferes with the school's network security and can block access to educational content.
- VPNs reroute network traffic, making the device incompatible with VCS systems.
 - Students should not install any VPN apps on their iPad.

General iPad/Device Use Policies

- Students are responsible for any activity conducted on their iPads/devices. Administrators may search phones and iPads/personally owned electronic devices to determine appropriate activity.
 - Any game rated “M” by the Entertainment Software Rating Board (ESRB) or games, music or movies with violent content, suggestive content, and/or profanity should not be accessed at any time on the Skyway campus, whether during school hours or after school. This also includes riding on VCS buses. Students accessing inappropriate digital material will receive a referral, in keeping with other serious violations.
- iPads/**devices** on the VC campus are to enhance student learning and organization. They are not to replace meaningful, positive social interaction that should occur during breaks and lunchtime. Students are expected to use iPads for either school work or positive interactions with their peers. Students who are isolated and interacting only with their iPad in a non-academic capacity may be asked by an administrator to put the iPad away.
- Please review the VCS Acceptable Use of Networking Access for further details about internet use on campus.

iPad/Device Classroom Use Policies

- Each student must bring his/her functioning iPad/device to school every day. Class work missed because a student has forgotten his/her device may be subject to the teacher's late work policy.
- **A cell phone may not be used as a student's academic device for use in the classroom. One-time exceptions may be made in unusual or extenuating circumstances with teacher approval, but this allowance should not be considered a regular practice.**

If a student is unable to complete work due to a broken iPad/**device**, within 24 hours the student must contact **their counselor or an academic administrator** to receive an extension for any work that cannot be completed on time. Work



submitted late without this extension will be subject to the teacher's late work policy.

- The iPad/device should be fully charged when the student arrives each morning so that the device will have enough power to last through the school day. Class work missed to lack of battery charge may be subject to the teacher's late work policy. Students should be thoughtful about battery life when using the device before class or between classes so that the iPad/device stays charged the full day.

Students may only take pictures and videos in the classroom with the express permission of the teacher. **Smartglasses are prohibited on campus, regardless of whether they are being used to record.**

- iPads will be used in the classroom at the discretion of the teacher. Non-educational games, personal communications, social networking, surfing the web, etc. during class time will be considered off task behavior and will result in being marked with an iPad off task mark (Y) in PowerSchool.

iPad/Device On-Task Enforcement

Teachers will notify parents that a student is off-task with iPads by marking a "Y" in PowerSchool attendance.

At three iPad off-task marks, parents will be notified and the student will receive a Detention. A Detention will also be issued for each subsequent off task after seven violations.

# of iPad off tasks	Penalty
3	Detention
5	Detention
7	Dean of Students conference + Detention
8	Detention
over 8	Additional disciplinary action will be taken

Policy on Acceptable Use of Networking Access

Students and parents are required to read and follow the Policy on Acceptable Use of Networking Access, which is at the end of this handbook. By signing the Statement of Agreement, the student agrees to abide by the rules in the Policy and understands that violation of the Policy may result in the student's right to Network Access being terminated; other disciplinary measures may be incurred.

By signing the Statement of Agreement, parents give Valley Christian Schools permission to issue an account for their child and release Valley Christian Schools, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from their child's use of or inability



to use the Valley Christian School Network, including but not limited to claims that may arise from the unauthorized use of the network to purchase products or services. Parents also agree to instruct their child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in the Valley Christian Schools Acceptable Use of Networking Access Policy and agree to emphasize to their child the importance of following the rules for personal safety.

Platforms such as “Snapchat,” “TikTok,” etc. may not be accessed on campus, whether via apps or websites. The Valley Christian Administration will monitor such web traffic for inappropriate content, such as language, pictures, slogans, or any derogatory inferences. Any Valley Christian student connected with what is deemed to be an inappropriate web traffic will be subject to disciplinary action including suspension or even expulsion.

Use of Social Media and Online Activities

Negative or derogatory comments about VCS, VCS students, VCS administration, VCS faculty, or VCS staff are not to be posted or sent to others through social media sites. Students should take issues or concerns to the appropriate person or adult rather than making negative remarks on social media (Matthew 18:15). Social media posts should be consistent with the expectations of a VCHS student.

Students are to refrain from creating any web page, social media, website, messaging, or making or publishing online postings that contain objectionable material or otherwise violate student conduct standards or bring discredit to the student or the School. Objectionable material includes, but is not limited to: sexual content, profanity, material that threatens another, material that is offensive, demeaning, defamatory, harassing, damaging to another person's or organization's character/reputation or portrays someone in a false light; AI generated images of VCS community members or other real persons without their consent, gang related content, actions demonstrating or designed to promote an anti-Christian lifestyle or behavior contrary to the [VCS Statement of Faith](#).

Students also may not use the School's name in conjunction with any website, social media page or posting or web page that contains objectionable material.

Cyberbullying

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful,



false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, TikTok, Discord, and Twitter
- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

The following constitute serious violations of social media that might result in disciplinary action by the school, including possible removal from the school:

- Online fighting: typically in the form of sending abusive messages in a public forum with the intent to enrage the recipient.
- Harassment: Repeatedly sending offensive, rude and insulting messages.
- Cyberstalking: Repeatedly sending message that include threats of harm or are highly intimidating; engaging in other online activities that make a person afraid for his or her safety.
- Denigration: Sending or posting cruel gossip, secrets, or rumors about a person to damage his or her reputation or friendships.
- Exclusion: Intentionally excluding someone from an online group, like a “buddy list” or a game.
- Trolling: Intentionally posting provocative messages about sensitive subjects to create conflict, upset people, and bait them into online fighting.
- Impersonation: Breaking into someone’s account, posing as that person and sending messages to make the person look bad, get that person in trouble or danger, or damage that person’s reputation or friendships.
- Tricking: Tricking someone into revealing secrets or embarrassing information, which is then shared online.
- Polling/Superlatives: labeling other students as the best at, or most likely to do, something
- Altering content: altering a piece of content in such a way as to humiliate the subject
- Sexting: inappropriate pictures taken and posted, forwarded or shared

Anti-Harassment and Anti-Bullying

Valley Christian Schools respects, cherishes, and protects students of all cultures and backgrounds on our campus. Any form of harassment, including sexual harassment, racial slurs, and derogatory comments or bullying is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of an administrator who will thoroughly investigate the matter in



confidence. After reviewing all the facts, Valley Christian Schools will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including dismissal, will be taken against any employee or student who is found to have engaged in harassment.

VCHS supports a safe, open learning environment free of slurs. We do not tolerate any insults related to ability, appearance, physical abilities, culture, gender, home language, race, ethnicity, religion, sexual orientation, clothing, or social class.

The VCHS campus is a “no-slur zone.” We encourage everyone to speak up against bias and hate, at all levels and in all areas throughout the school. **“We don’t use slurs at this school,” should be a phrase EVERYONE has at the ready.**

Sexual harassment includes unwanted sexual advances such as making or threatening reprisals after a negative response to advances, visual conduct such as leering, making sexual gestures, and displaying sexually suggestive objects/pictures. In reference to verbal conduct: making or using derogatory comments, epithets, slurs and jokes; verbal abuse of a sexual nature; graphic verbal commentaries about an individual’s body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations both in person and through social media, texting or emailing. In relation to physical conduct: touching, assault, impeding or blocking movement.

Racial harassment is treating someone unfavorably because he/she is of a certain race or because of personal characteristics associated with race. Race harassment also can involve treating someone unfavorably because the person is friends with a person of a certain race or color. Harassment can occur when the victim and the person who inflicted the harassment are the same race or color. Examples can include: racial slurs, offensive or derogatory remarks about a person’s race or color, or the display of racially-offensive symbols.

Assaults of any kind including transporting students against their will, hazing of any kind including throwing or smearing food and drinks, or cyber bullying of any kind may result in suspension or dismissal. Seniors may be barred from the graduation ceremony. In addition, senior diplomas may be withheld until after a parent/principal conference has been held.

VCS is a religious corporation under the California Corporations Code. As a religious corporation, VCS has the right to and does impose religious conduct standards upon its staff and students. VCS also has certain rights, statutory exemptions and protections afforded to it. In an effort to create a positive experience for students, VCS does include anti-harassment and other language



in its handbook or in other publications. However, nothing in any policy, handbook, publication or any other actions by VCS waives or negates any of VCS' constitutional or statutory rights, defenses, protections, or exemptions afforded to VCS as a religious corporation and VCS reserves all of its rights.

Drug/Alcohol Policies and Discipline

At VCHS, the well-being and safety of our students are our top priorities. The use or possession of alcohol, illegal drugs, marijuana, any drug not prescribed by the student's doctor, drug paraphernalia, and tobacco is strictly prohibited, whether on or off campus.

We want to emphasize the serious nature of this policy: possession, distribution, or use of these substances while enrolled at VCHS may result in immediate disciplinary action, including potential removal from campus, expulsion, and legal consequences.

We encourage all parents and students to be aware of this policy and to support a healthy, safe, and positive environment for our school community.

The purpose of the Drug/Alcohol Testing Policy

- The consequences for occasional substance abuse are so serious that VCS and parents have chosen to make a proactive agreement to encourage students to avoid substance abuse.
- This policy provides parents and VCS the opportunity to provide guidance and accountability for the few students who need corrective help.
- Unfounded rumors about substance abuse are destructive to students. This policy provides a means of defusing unfounded rumors.
- Substance abuse testing provides a means of resolving the issues surrounding accusations of substance abuse.
- VCHS administration does conduct random breathalyzers prior to VCHS events, such as dances. By choosing to attend these optional events, parents and students consent to bag checks, pat-downs, and possible breathalyzer tests.
- The policy provides students and parents with the confidence that VCS does all that is possible to provide a safe and caring Christ-centered educational environment.

Substance Abuse Testing

VCS and parents partner together to prevent substance abuse among VCS students and to provide support in a compassionate manner for the few students who need such accountability. To assist us with drug prevention measures, VCS has employed the use of drug sniffing dogs for random searches on the campus and vape smoke detectors. The use of dogs includes, but is not



limited to, public hallways, classrooms, lockers, and automobiles in our parking lots.

Parental and student consent and agreement to the following policy is required as a condition of completed enrollment or re-enrollment at Valley Christian High School. Students shall be required by the school principal to submit to substance abuse testing for:

1. Cause or individualized suspicion - Generally, the principal will require testing after members of the faculty or administration see evidence or signs of substance abuse, including on social media, or after an administrative investigation determines that there is a reasonable basis to suspect that a report of substance abuse from student(s), parent(s), or other persons may be accurate. In such cases, the principal may require substance abuse testing as a condition of continued enrollment.
2. Admission or re-enrollment if the principal suspects that the student may have a history of substance abuse.

The school will call the student's parent(s) prior to substance abuse testing. VCHS may use hair or urine-based substance abuse testing when appropriate. Hair testing offers a longer detection window and greater reliability, especially when prior use is suspected but not immediately evident. Urine testing may be used for more recent or acute concerns. Failure of the student or parent to consent to testing is grounds for dismissal.

If a test report is positive, confidentiality and follow-up testing are required to ensure reliability and privacy. The school administration will only discuss positive test results with those who must be informed for the purpose of the student's educational experience at VCS.

Confirmed positive results from substance abuse testing, after follow-up testing, will result in discipline dependent upon the type of drug, the student's prior discipline log, and the facts around the specific event. Discipline may range from suspension followed by an extended campus leave to an immediate expulsion. If a student is allowed to continue at VCHS, an enrollment agreement between VCS and the parents and students will be used. This agreement will be designed based on the facts of the student's specific situation and may include: required reapplication to VCHS, regular drug testing, required counseling sessions, expanded community service hours, social restriction, campus privileges restrictions, and prohibition extracurricular participation, including athletic involvement.

Police reports will be made by VCS for all illegal substances found at school. The distribution of illegal substances on campus will result in **immediate expulsion**.



Parents and students agree that a student or parent refusal to complete required testing, will be deemed an admission of prohibited use, and result in discipline, which may include suspension, expulsion, or other disciplinary action based upon the facts and circumstances.

Tobacco Use

From the California State Department of Education:

No school shall permit the smoking or use of tobacco, or any product containing tobacco or nicotine products, including electronic cigarettes, by pupils of the school while the pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees. (Section 48901 (a))

In accordance with this law, the following items are prohibited at all times:

- Vape Pens
- E-cigarettes
- Chewing Tobacco
- Nicotine pouches (e.g., ZYN)
- Any other like item used for inhaling nicotine/any other substances

Vaping

Vape pens and vaping are absolutely prohibited at all times, regardless of what is put in the device. Even flavored water or content that is not drug-related is prohibited and will result in disciplinary action.

Drug and Alcohol Policy and Disciplinary Action

At VCHS, the health, safety, and overall well-being of our students are of paramount importance. As such, the use, possession, or distribution of drugs or alcohol is strictly prohibited at all times—**whether on campus, off campus, during school-sponsored events, or in any context while a student is enrolled at VCHS.**

This policy applies equally to students and to any parent or guardian who may be involved in the distribution of these substances. Any violation of this policy will be treated with seriousness and may result in immediate disciplinary action.

Consequences may include, but are not limited to, suspension, removal from campus, expulsion, and referral to law enforcement for potential legal action.

We urge all students and families to understand the gravity of this policy and to actively support our commitment to maintaining a safe, healthy, and positive learning environment for the entire VCHS community.



VCHS Dress Code

Valley Christian believes that a student's appearance has an impact on his or her attitude at school. Respect for our Christian school community, for the students themselves, and for the collective learning environment is demonstrated by an attitude of "dressing up" rather than "dressing down" for the job of being a "student."

Dress code is not based on Biblical principles, but rather on communally shared school learning environment standards. Our goal is to balance 1) institutional preferences with 2) freedom of personal choice to achieve a quality academic learning environment. The educational purpose of the VCHS dress code is for students to practice how to make personal attire decisions within the boundaries of a community's expectations. The dress code is evaluated every few years by surveying parents for input on where the VCHS Dress Code would be set (last assessed in 2022).

We also recognize that no policy can address every situation, and that enforcement must be practical, consistent, and approached with empathy. When applying or adjusting dress code expectations, we take into account:

- the day-to-day realities of classroom and campus life,
- student and parent perspectives on what is considered appropriate in a structured learning environment,
- evolving trends in student attire, and
- the need for policies that are reasonably enforceable by staff across a large campus.

The dress code also supports an educational environment that promotes unity among students and avoids a segmented student body. This purpose disallows attire representing images, messages, or other meanings that are inconsistent with representing the Valley Christian Philosophy of Christian Education. Exceptions are not granted for religious reasons.

General Dress Code Standards for All Students

- VCS-branded attire: **VCS gear is permitted when it meets the dress code expectations.** For instance,
 - P.E./single-ply athletic shorts should only be worn by students in their PE, dance, or athletic performance course.
 - **Attire from an athlete's spirit pack should only be worn to school when dictated by their coach on game day to promote school awareness and build team spirit.**
 - VC-approved team uniforms that are within the VC dress code on *game days only*. The HS administration must approve all athletic team outfits if they are to be worn as game day or everyday wear.



- Attire outside the VCHS dress code, such as pajamas, even with VCS branding, is not permitted.
- Tops: Sweatshirts, t-shirts, and collar shirts with general logos
- Bottoms: Jeans, slacks, or **sweatpants (in good condition)**. Approved shorts (and skirts or dresses for women) that are indisputably longer than the student's fingertips when arms are down/longer than mid-thigh. **Students with shorts that are shorter than mid-thigh may be immediately sent home on the first offense and will miss class time.** See the Women's Dress Code for stretch pants policy.
- Footwear: Footwear is to be worn at all times. Footwear should have adequate support for safety. **Students may be required to wear specific footwear on a course-by-course basis (e.g., closed-toed shoes for science labs, sneakers for PE, etc.).**
- Accessories: Backpacks, hats, jackets, and other accessories should be chosen using the same guidelines as the rest of the VCHS dress code.
- General: Traditional (widely adopted) gender-specific attire or gender-neutral attire is permitted (e.g. - women in a pant-suit is considered gender-neutral attire).
- General: Clothing must be modest while on our campus, attending classes online, and at school events held off campus. If a student cannot easily and comfortably bend over/move freely while staying fully covered, then it is not appropriate for a high school campus or event. Undergarments should be covered by clothing at all times.

Restricted Attire on Campus

- No excessive rips, shredded materials or large, gaping holes
- No sheer or see-through material (from armpit line to below mid-thigh)
- No sleepwear (including slippers, plain white undershirts, and **no pajama bottoms**); **Flannel pajama bottoms or pants made of thin, pajama-like material are not permitted.**
- **No sweatpants that have large lettering, large logos, or printed graphics (with the exception of VCS logos/branding).**
- No inappropriate slogans, pictures, etc.
 - No drug or alcohol references, no violence, or profanity
 - No wording or pictures promoting concepts not appropriate for students under 18 (Cookies, Playboy, etc.)
 - No fashion against social norms or that is culturally insensitive
 - Nothing that is antagonistic to the beliefs of others or hostile in nature, including the promotion of social or political agendas (educational, non-divisive, and Christian content is permitted)
- Tops
 - **No tank tops**, camisoles, halter tops, strapless tops, or off-the-shoulder tops (even when women pair tops with a skirt)
 - No necklines that fall below the horizontal line between armpits



- All parts of the stomach and back must be fully covered.
- Bottoms
 - No skirts or shorts shorter than the student's fingertips when arms are down (indisputably longer than mid-thigh)
 - No shorts made from athletic material
 - No shorts without a hem or with a frayed/cut-off hem
 - No stretch pants (see one exception for women)
 - No holes above the knee
 - Belt line must be at the waistline. (No overly baggy/sagging pants).
 - Sweatpants may not be sagged, rolled at the waistband, or worn in a manner that reveals undergarments or midsection. Students may lose their privilege of wearing sweatpants if this occurs.
 - No writing is allowed on the seat of clothing
- Piercing, tattoos, and makeup
 - No body piercing or facial piercings (see one exception for women)
 - Gauges, or spacers are not permitted
 - No visible tattoos (tattoos must be covered by normal clothing—no bandages)
 - No extreme use of make-up
- Hair and head coverings
 - No hairstyles with extreme cuts (i.e. mohawk)
 - No unnatural hair colors (ranges of red, along with other ranges of naturally-occurring hair colors, are permitted)
 - No head coverings in class, the office, or in chapel (including hoodies)
 - Hats should not be worn backwards or sideways (even outside). Check with Dean of Students for short-term hair protection coverings.

Dress Code Specific for Men

- **Guidelines for Hair:** The natural length of hair must not extend below the middle of the ear, over the eyes, or over the top of the shirt collar. Sideburns must be no lower than the bottom of the ear. Well-groomed long hair that is kept in a bun during school hours is allowed. Growing hair out during the year is not permitted if it cannot be consistently worn in a bun.
- **Guidelines for Facial Hair:** The face is to be clean-shaven. If a student comes to school with facial hair, he may be asked to shave with what the school supplies. Shaving waivers for pseudofolliculitis barbae (PFB) can be granted to allow short facial hair. The parent must ask the Dean of Students for a waiver.
- **Guidelines for Piercings:** Small stud earrings are permitted.



Dress Code for Women

- **Guidelines for Yoga/Stretch Pants:** Stretch pants are prohibited unless paired with an indisputably long, loose top.
- **Guidelines for Piercings:** Single nose piercings with a small (2mm) stud or thin hoop are permitted.
- **Guidelines for Dresses:** Dresses can have tank top straps since you are “dressing up” for school (no halter tops) as long as the dress indisputably covers from armpit to fingertip length. Note that dresses with tank top straps are prohibited on picture day.

Public Representation

When students serve in a leadership capacity—whether on campus or off—they represent not only themselves but also the values and culture of VCHS. In recognition of this, the **Public Representation** dress standard outlines expectations for attire that conveys professionalism, maturity, and respect for the role and setting.

This standard applies to a wide range of school-related leadership and public-facing opportunities, including but not limited to:

- Leading or speaking at a rally
- Participating in Warrior Worship
- Serving as a chapel reader or host
- Representing VCHS at school events or public functions
- Leading campus tours or shadow days
- Performing in formal showcases or ceremonies
- Serving as a student ambassador or panelist

In these settings, students are expected to wear attire that is more formal than everyday classroom dress—**clothing that communicates preparedness, respect for the audience, and awareness of the setting**. While the daily dress code allows for a range of casual options, including athletic wear, these items (e.g., sweatpants, joggers, leggings) are **not appropriate when serving in a representative role**.

VCHS views these opportunities as meaningful leadership experiences that prepare students for future academic, professional, and ministry environments. Attire should support that purpose by reflecting a standard of excellence and care. Specific attire guidelines may be communicated in advance of particular events.

School ID Photo Dress Code

Students should follow the school dress code for picture ID day. Note that for picture IDs, students may not wear hats, hoods, tank tops, or sunglasses.



Swim Dress Code

At times, VCHS holds swimming events. **Extra caution and an ability to swim are required to participate in swim events.**

Swim Dress Code Standards for All Students

- A swimsuit is required
- Swimsuit outside of the pool deck or appropriate water event venue is not allowed

Dress Code for Young Men

- Swim trunks required
- No swim briefs allowed

Dress Code for Young Women

- Modest cut swimsuit
- Either a one-piece swimsuit or a t-shirt/tank-top over a two-piece swimsuit

Distance Learning Dress Code

At home learners should not be distracting to the learning environment. They can wear comfortable attire but should be modest. Anything in the background of distance learners should be in keeping with the VCHS dress code and behavior expectations.

Dress Code for Retreats and Spirit Weeks

VCHS intentionally relaxes the dress code **several** weeks each year: Homecoming Spirit Week, Christmas Spirit Week, and Warrior Warz Spirit Week. During the spirit weeks, students can wear shorts ([see important note below](#)), sweatpants, pajama bottoms, and tank tops *if* 1) the attire is aligned with the school spirit theme, 2) covers the student from armpit to below fingertip, and 3) does not have any prohibited slogans.

Important Note for Shorts: Shorts must have a minimum 4-inch inseam, and no part of the hem may be shorter than the length of the inseam. Designs with slits, high-low cuts, curved hems, or frayed edges that create areas shorter than the length of the shorts at the inseam are not permitted, even if the inseam itself meets the 4-inch minimum. The non-retreat/spirit week dress code requires that shorts have a hem no shorter than a student's fingertips/length that indisputably reaches mid-thigh.



Dress Code for Senior Events

- Seniors must use the VCHS-approved attire for the school yearbook published photo. Men are photographed in tuxedo tops, while women use drapes. For both men and women, there is a cap and gown option.
- Seniors must wear their graduation robe formally zipped up for both Baccalaureate and Graduation.

Formal Dance Dress Code

Students are expected to dress up for semi-formal and formal dances. Unless an exception is listed below, **the standard VCHS Dress Code applies to dances**, including non-VCHS guests.

Being prohibited from entering a dance is highly stressful for both the student and anyone accompanying the student. Please be certain that student attire falls within the published dress code. If a student cannot easily and comfortably bend over/move freely while staying fully covered, then it is not appropriate for a high school dance and the student will not be admitted.

Dress Code for Young Men

Suits or Tuxedos should be worn.

- Collared button-down shirts or turtlenecks are required (Shirts should not be unbuttoned during the dance)
- Jeans or shorts are not allowed
- There are no shaving requirements at dances

Dress Code for Young Women

Dresses must fully cover from the top of the armpits to the top of the knee. The length of dresses or dress slits must stay indisputably within these rules at all times. Dresses with stretch material are not advised because they tend not to remain at one length when moving. Dress Code exceptions for dances include:

- Strapless dresses are allowed if they follow all standards listed
- Backless dresses are allowed if they are above the waistline

Dress Code Enforcement

VCS reserves the right to make the final decision in regard to student dress. **VCHS may immediately pull a student from class and not allow attendance until the student is within the dress code.**

Some dress code policies are a general “rule of thumb,” such as hemlines being indisputably longer than fingertip length. We recognize that different body types may affect how clothing fits and appears, and VCHS is committed to equitable enforcement. If you have a concern about how the dress code applies to you



or your student, please contact an administrator so we can work with you directly.

Staff have been trained on both the dress code and our Biblical Unity principles. Their responsible professional judgment will be respected and supported by both the administration and parents. All adults will work together to help students understand that dress code discipline is considered **minor** and will be treated as such by both staff and parents.

Enforcement Process

- A **verbal warning or reminder** may be given before formal discipline, depending on the nature of the violation.
- **Clear dress code violations** (e.g., tank tops, shorts that do not meet length requirements, pajama bottoms, facial hair, etc.) may require the student to change into appropriate attire before attending class.
 - If alternative clothing is available on campus, the student will place their original clothing in a labeled Ziploc bag, which will be stored in the front office for pickup after school.
- **Dress code violations** will result in **detentions**, unless otherwise noted.
- **Repeated violations** and/or an **attitude of defiance** may result in **suspension** or further escalated discipline.

Timing and Applicability

Dress code is enforced on campus **from 7:30 am to 3:30 pm** each school day. Students representing VCHS outside of school hours (e.g., at a DECA conference, while ushering for a performance, attending a field trip, etc.) are expected to follow the VCHS dress code or the attire required for their activity (e.g., team uniforms, performance costumes).

Dress code expectations are relaxed for student spectators at school events. However, students whose attire represents an egregious violation of VCHS dress code standards may be asked to leave the event.

VCS Code of Conduct Policy

Students are expected to be cooperative, courteous, and orderly and to respond properly to correction (Hebrews 13:17). There are different levels of correction used to help students develop their own personal self-discipline and responsible behavior, as unto the Lord.

Although the School generally attempts to follow a model of progressive discipline, all consequences are at the discretion of the Administrator as to the proper level of the offense. VCS reserves the right—based upon the specific facts and circumstances, nature of the offense, history of prior misconduct,



student attitude, and other factors, in VCS' sole discretion—to bypass any general or progressive discipline procedure and proceed to more severe discipline, up to and including, suspension or expulsion.

Attendance at Valley Christian Schools is a privilege. Failure of the student or parents to comply with the enrollment contract and all policies, rules, and regulations of Valley Christian Schools is grounds for Valley Christian Schools to expel the student. Valley Christian Schools reserves the right to suspend or expel any student for violation of the enrollment contract or any policy, rule, or regulation by the student or parent based upon the particular facts and circumstances, including, but not limited to situations in which Valley Christian determines that either the student or parent is not in agreement with the Philosophies of VCS or the Educational Purpose.

Searches

To maintain School security, protect the safety and welfare of the school, and ensure compliance with important conduct standards, VCS may, on occasion, need to conduct searches of persons, vehicles, lockers, bags, or belongings on campus. As a result, Parents and Students agree that there is no expectation of privacy for items brought onto or stored on school property, including lockers and vehicles brought on campus or in VCS-provided parking lots—including any bags stored in any lockers or vehicles—and consent to searches by VCS. VCS reserves the right to search the person, locker, vehicles, and any bags or belongings as it may determine necessary. In searching, VCS may seize any unauthorized, contraband, or illegal materials discovered and administer discipline based upon the search and contact law enforcement. For safety and security reasons, VCS also expressly reserves the right to search any unattended bags or belongings as it deems necessary.

Student Searches

If the School has a reasonable suspicion that a student has prohibited items or evidence of a violation of the student conduct standards or contraband items on their person, backpack or other similar item, school staff members may conduct a search. If a student or parent refuses to cooperate or consent to a student search, then the school may assume that the student possesses the suspected item(s) or contraband and take appropriate disciplinary action, which may include suspension or dismissal from school.

Serious Code of Conduct Violations

As members of a Bible-based Christian school, Valley Christian students agree to serve as examples of Christian conduct. As a condition of admission and continued enrollment, parents and their students agree to comply with the VCS



code of conduct which states that students will refrain from conduct contrary to VCS' Philosophy of Christian Education and Statement of Faith.

Students agree to avoid inappropriate behavior which includes, but not limited to, 1) dishonoring God: Willfully disrespectful to our core Christian values 2) dishonoring others: willful disobedience, excessive disruption to school activities, threats, profanity, harassment, intimidation, bullying, hazing, violence (fighting, battery, assault, etc.), or assisting with or promoting any such behavior 3) dishonoring policies and laws: vandalism/tagging; cheating; truancy; gambling; theft; smoking; use, distribution, or possession of illegal drugs, alcohol, marijuana, weapons; other illegal behavior or assisting with any such behavior, 4) Unwise conduct incongruent to Bible-based values: immoral behavior, inappropriate expressions of affection, obscene act, promiscuity, and other conduct, lifestyle or sexual behavior inconsistent with the VCS mission, values, religious conduct standards, Statement of Faith and Philosophy of Christian Education, 5) Conduct designed to promote or encourage any of the above or any other conduct which brings serious discredit to the school or student.

When possible, VCS will address non-compliant student behavior with appropriate corrective consequences and a redemptive intent. Serious behavior problems are handled by the administration and may be grounds for immediate dismissal.

Detention Policies

Detention Attendance and Rescheduling

Students must arrive promptly at the start time of detention and must stay with the detention teacher until the detention(s) are served. If a portion of the assigned time is missed, the student will need to attend another detention to make up the time.

If a student needs to reschedule a detention, he/she must email Mrs. Voshall (rvoshall@vcs.net) requesting a different detention time before the date of the detention. Students may only request one schedule change. If a student has a valid conflict with attending the detention, the parent must partner with the Dean of Students (mmachado@vcs.net) to determine an equivalent penalty to be assigned. The Dean of Students will determine the penalty appropriate for the infraction.

Lunch Detention

Lunch detentions will be served during lunch on designated Tuesdays, Wednesdays, and Thursdays. Students who have extracurricular practices must



miss that meeting/practice – the dean of students can notify coaches/club supervisor upon request of the student.

Students must report directly to the assigned classroom, within 10 minutes of the 3A/B dismissal bell. Students may NOT go to the normal lunch lines or vending machines prior to reporting to detention. Students must either bring a lunch or will be given 10 minutes at the end of the lunch to quickly purchase a lunch after detention.

Students in detention are not allowed to communicate in any manner with other students during their detention period unless an exception is made for a service project to be fulfilled during the detention time. No electronic device or homework may be accessed during this time. Failure to comply, including with the time spent in detention, will result in an additional detention.

Morning Detention

Morning detentions will be served during a students' optional tutorial class on designated Tuesday, Wednesday, and Thursday from 8-9 am. If students are unable to attend a morning detention, they may serve their detention during designated Tuesday/Thursday lunch detentions times. Students who have extracurricular practices during these times must miss that portion of practice – the dean of students can notify coaches upon request of the student.

Detention Absences

Failure to attend an assigned detention without previous communication to Mrs. Voshall will result in an additional detention.

Two failures to attend an assigned detention without an attempt to communicate with Mrs. Voshall or Mr. Machado within the allotted time will be seen as defiant behavior and the student will be suspended.

Citizenship Probation

Students may be placed on conduct probation whenever there is clear evidence that the student falls below minimum VCHS behavioral standards. Probation students will have a conference with the dean of students and a Citizenship Probation Contract will be created. The student may be evaluated regularly on their current progress. If a student does not show the necessary improvement to meet VCHS standards we may require that the student be withdrawn at the end of the probationary period defined in the citizenship contract.



Citizenship Probation for Participation in Special Events or Serving as a Student Leader

If a student has been suspended or previously suspended prior to their scheduled special event, participation may be at risk or not permitted. The final decision regarding participation will be made by the administrative team in partnership with the school leaders responsible for overseeing the event. Student citizenship will also be considered when reviewing student applications for student leader positions.



Student Life

ASB (Associated Student Body) & Student Government

To be eligible for and hold an ASB or Class Office a student must:

- Maintain a minimum GPA of 3.0
- Demonstrate high standards of citizenship at all times
- Understand that chronic attendance issues—whether excused or unexcused—may impact eligibility for student leadership positions within the Student Life Program
- Support and uphold the principles and values of the school
- Be enrolled in grades 11 or 12 to be eligible for ASB
- Recognize that students placed on academic, disciplinary, or attendance contracts may forfeit eligibility to serve as student leaders within the Student Life Program
- Attend Way of the Warrior training

ASB Positions

The Executive Council of the Associated Student Body includes 2 Presidents (elected positions). Candidates must have 1 year of ASB experience, meet the requirements established by the ASB Constitution and shall be enrolled in the ASB class while serving in this position. The ASB Treasurer and ASB Secretary are appointed by advisors. Team Leads are appointed at the beginning of the year by advisors.

Underclassmen Class Council

The student council is open to any students in each grade who are dedicated to working on behalf of their class. They will work under the supervision of the ASB Advisor. This organization acts as a channel of student ideas to the administration; it assists in building school spirit and in implementing the spiritual principles upon which the school was founded.

Clubs

Clubs are student organizations that allow students to build community, serve others and explore new academic and extracurricular interests. Valley Christian clubs strive to be inclusive, willing to serve, and consistent and productive with their meetings.

Clubs will be considered active on campus once approved by the high school administrative team. Clubs will be expected to meet all requirements specified in the application and guidelines or the club may be reviewed by the administrative team and disbanded.

Rallies and Spirit Weeks



Rallies and spirit weeks are designed to build school spirit and community. Participation in activities during rallies and spirit weeks should be done in a way that would be considered reasonably safe. A universal permission slip is included as part of the enrollment process. Students who know that they have limitations should refrain from participating in events that could place them at risk. Students should also be aware of others' safety and well-being, which means no derogatory chants, no throwing of baby powder into the air, and other behavior that could detract from ASB/**Student Government** events as being unifying and positive experiences for all students.

Dance Policy

Age-appropriate social dancing is permitted at Valley Christian Schools. The style of dance must be consistent with the values taught at Valley Christian Schools.

Guidelines for Social Dances

- All elements of the event, including music, location, supervision, etc., must be approved in writing by the campus administrator. The ASB is responsible for preparing and presenting the event plan for approval.
- The music is to be appropriate per VCHS standards. Music must be screened by the high school administration for content and style.
- Events shall be adequately supervised by the administration, faculty, and staff. The principal or a designated administrator shall have the final say over the appropriateness of any aspect of the event.
- Guests must be in high school or no older than twenty. Guest passes are available in the High School office or online where tickets are purchased three weeks prior to the event, and a completed form must be submitted in order to gain admittance to the event.
- Regular school policies shall be in effect at the dance.
- Students must arrive within 30 minutes of the designated start time and may not leave until one hour before the scheduled end time. If a student asks to leave in the middle of an event, a parent must be contacted to notify the parent that the student is no longer under the supervision of Valley Christian High School.

VCHS Dance Dress Code

Everyone going to a VCHS dance, including off-campus guests, are expected to abide by the VCHS Dance Dress Code (see the Dress Code section of the handbook). If attire is questionable, email a picture to Mrs. Voshall to be approved in advance.



After-School Program Participation

Athletic Participation Requirements

Each year a parent permission form and an athletic participation fee are required. The fee is \$95 per sport (for the first two sports only). Each athlete must have a physical examination (at his or her own expense) prior to any participation in the athletic program. Students are to have their own insurance sufficient to cover any athletic participation in the athletic program. This coverage is the responsibility of the parent.

Athletic Participation Violations

“The use of undue influence by any person or persons to secure or retain a student or to secure or retain one or both parents or guardians of a student as residents may cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of the high school in the California Interscholastic Federation. Undue influence is any act, gesture or communication which is performed personally, or through another, which may be objectively seen as an inducement, or part of a process of inducing a student, or his or her parent or guardian, by or on behalf of, a member school, to enroll in, transfer to, or remain in, a particular school for athletic purposes.”

As an example, if Joe Warrior, a parent of VCHS, begins comparing notes with another parent about their high school athletic programs, either parent could express how pleased they are with their school's programs. However, if either parent suggested that the other parent's athlete should consider transferring to their school, it would be a recruiting violation.

REMEMBER, THOSE WHO RECRUIT ATHLETES JUSTIFY THEIR ACTIONS BY SAYING THEY ARE HELPING THE STUDENT(S). IN REALITY THEY ARE SERIOUSLY JEOPARDIZING FUTURE ELIGIBILITY STATUS, BECAUSE STUDENTS WHO TRANSFER AS A RESULT OF UNDUE INFLUENCE BECOME INELIGIBLE FOR FURTHER PARTICIPATION!

Go to www.gowarriors.net for schedules, rosters, information and stories about current and past VCS student-athletes. The Parent/Student Athlete Handbook is available to download and forms are available via the website.

Program Participation Eligibility

According to CIF by-law 205, a student is scholastically eligible if:

- The student is currently enrolled in at least 20 semester units (4 classes) of work.
- The student passed in at least 20 semester units (4 classes) of work at the completion of the last regular grading period.



- The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
- The student has maintained during the previous grading period a minimum of passing grades, which is defined as a 2.0 grade point average in all enrolled courses on a 4.0 scale.

The unweighted GPA is based upon the most recent grading period (spring grades will be carried over into the fall).

If approved by the athletic director, ineligible students may practice with a team. Ineligible students may not suit up or be dismissed early for a game. Students may be reinstated after the grading period is over if they have achieved an unweighted 2.0 GPA.

In rare instances, the CIF allows an eligibility appeal process with the principal. It is the parent's responsibility to initiate the appeal process. The principal is the final authority in such circumstances.



Student Services and Campus Policies

Drills Procedures

Each year, the school is required by the state to conduct a set number of drills to ensure our students know what to do in an emergency. Students must treat each exercise as if it were a real emergency. This ensures that the same procedures will be followed in the event of an actual emergency. Covered drills and procedures currently include—but may not be limited to—fire, earthquake, and lockdown drills.

Non-emergency Procedures

A non-emergency event is a situation that disrupts the regular school day. These include power outages or inclement weather conditions when students are not at risk, but the event may disturb the regular bell schedule. The principal may cancel and adjust classes in such cases, but school will **NOT** be canceled. All faculty members will remain on campus to supervise students. Access to the school during non-emergencies will be limited. If the need arises for a student(s) to be picked up, the school will directly contact the parents. Students are expected to wait and follow instructions before contacting their parents. Parents must avoid responding to the campus until they have received information from Valley Christian. Valley Christian will contact you via authorized phone, text, and/or email messaging systems with a notification that the non-emergency has been cleared. Only information received via the messaging systems above should be recognized as official. Misinformation is common during events such as this, and we want to minimize the spread of any rumors.

Emergency Procedures

Emergencies are events that present an active threat on campus. These include but are not limited to fire, earthquakes, intruders who pose a threat, or an emergency as defined by the San Jose police department. Events such as these may result in a lockdown, a shelter-in-place, or an evacuation, depending upon the emergency. To the extent possible, Valley Christian will use its automated messaging systems to apprise parents of the nature of the emergency and any decisions regarding school dismissal.

Please avoid responding to the campus until you have received information from Valley Christian Schools. We will use an automated messaging system to notify families/guardians once the emergency has been cleared. Please do not call the school for further information. The school will communicate any new information as soon as it is able. Only information received via a VCS messaging



system should be recognized as official. Misinformation is common during events such as this, and we want to minimize the spread of rumors

Earthquake Procedures

Valley Christian has established general emergency procedures in the event of an earthquake. Following a major event, classes will not continue, and students will be evacuated and relocated to the designated evacuation zones on campus. Students will remain there until parents are notified via the authorized messaging systems to pick up their students. In the event that roads are impassable or parents are unable to pick up their students, Valley Christian maintains sufficient food, water, and shelter to support their students for a minimum of three days.

Power Outage Procedures

In the event of a power shutdown involving Valley Christian Schools, classes will not continue. The schools will relocate students as needed to provide light, air, and appropriate supervision until parents pick up their students. Parents should pick up their students as soon as possible once they have received information from Valley Christian via the authorized messaging systems.

School Cancellation Notification Procedures

Should the need arise to cancel school prior to the start of the academic school day, Valley Christian will notify parents via the authorized messaging systems prior to 6 AM of the school day when possible. When school is cancelled, the campus is closed to all personnel, and no faculty or staff will be in attendance.

Elevators

Students may use elevators with special needs. An injured student may be accompanied by someone who can assist them if needed. For long-term use (more than two days), a doctor's note or note from the HS athletic trainer is required. Students using the elevators must have an elevator pass in their possession, which the high school office gives.

Student Injury/Illness Procedures

The school will contact the parents if a student is injured or becomes ill during the day. If the parents cannot be reached, information on the emergency medical form will be used. Students will be taken to the nearest hospital for emergency treatment if necessary. By law, each student MUST have an emergency form on file.



Medication

If prescription or non-prescription medication needs to be taken at school, it must be left in the office and administered by office staff. Parents must fill out and sign a Medication Consent Form (available in the office), explaining when and how to be taken. This applies to prescription and over-the-counter medications.

Transporting Students

The school will generally provide transportation to sports or other co-curricular events. On occasion, parents will be asked to drive. They should have proper insurance and fill out the necessary forms to become school-approved drivers for school activities. There may be a rare exception to this policy where, for a good cause, parents permit their students, without passengers, to be allowed to drive to an event. Such rare exceptions require written permission from the parents. After students are dismissed from school to go home, parents are responsible for arranging transportation for after-school activities. Valley Christian has a 2:1 ratio policy for transport by any VCS staff members where there must be two adults to one student or one adult to every two students in a vehicle. This applies to events off campus or driving to an event.

Staff-Student Interaction

Valley Christian has adopted a series of policies concerning the expectations for staff as it relates to interactions with students and other related issues. These include but are not limited to: Service as a Christian Role Model, Respectful and Professional Communications, Mandatory Reporting Requirements, Anti-Harassment, Social Media, Text, and Communication Protocols. These policies are posted on the vcs.net/codeofconduct. Students or parents aware of violations are encouraged to notify the campus principal or a VCS vice president.

Lost and Found

All articles left in the classroom, halls, or grounds will be placed in the Security office lost and found. All items not claimed will be recycled or donated as appropriate.

Lunch Program

Students may bring their lunch or buy hot or cold foods on campus using the cashless lunch program through www.myschoolaccount.com. Students may only purchase food on campus before and after school or during lunchtimes and breaks. Microwaves and vending machines are available for student use. Student lunch cards are associated with each student, and that student should only use cards. Students are not permitted to use meal delivery services, such as



DoorDash, UberEats, etc., during the school day. If a food service delivery arrives on campus during school hours, it will not be accepted. There will be no exception or reimbursement for the delivery.

Student Body Cards

Student Body cards will be issued each year. Card holder privileges include free entrance to all home games, discounts on all ASB activities, use for purchasing lunches, and a yearbook. A replacement card can be obtained for the cost of \$5.00 from the assistant to the counseling team.

Student Pictures

Student pictures will be taken annually that will be used in the yearbook and on Study Body cards. Senior yearbook pictures are scheduled by the family and seniors must wear the school-approved attire for the photo to be used in the yearbook. Students must be in dress code for school photos. If parents wish to purchase pictures, they can do that through our photographer Now and Forever Studios.

Supervision

NOTICE: The school provides supervision on campus from fifteen minutes before the start of the school day until fifteen minutes after the end of the school day. Students are not to be on campus earlier or later than these times unless they are under supervision in the Student Life Center or under the supervision of a co-curricular activity, instructor or coach. Exceptions must be granted through the office. Upon arrival at school in the morning, students are required to stay within the boundaries of supervised areas (an adult is visible), quad, classrooms, and hallways until school dismissal. All other areas, including the fields and parking lots, are off limits except to enter or exit the campus or when students are participating in a supervised school activity. **The school does not accept the responsibility to supervise students before fifteen (15) minutes before the start of the school day or after fifteen (15) minutes after the end of the school day except for co-curricular activities.**

Work Permits

For students under age 18 *who have secured a job*, work permits are processed through the front office. The application and instructions are available in the vcs.net parent portal office under "handbooks, documents, and forms" and then "forms." Each section of the application (student information, employer, parent/legal guardian) must be completed and include *original* signatures from the employer and parent/legal guardian. Faxed or photocopied applications cannot be accepted (per the State of California). Turn in the completed application to the High School office. Please note:



- Student must allow 1 school day (24 hours) for processing the application after submission.
- Student must pick up their own work permit since a student signature is required.



Student Life Center

The Student Life Center is located on the ground floor (3rd floor) of the Conservatory building.

Hours of Operation

- Monday-Friday 7:30am – 5:00pm
- This schedule may change on minimum days.

Guidelines for Student Life Center

Respect Shared Spaces

- Keep volume at an appropriate level, showing respect for others' need for a quiet environment.
- Clean up after yourself: Dispose of trash properly and leave the facilities tidy, demonstrating sacrifice for the well-being of all users.
- Return borrowed materials promptly and with care, displaying wisdom in handling shared resources.

Honor Others

- Be kind to your peers in word and action, showing courage in choosing compassion over negativity.
- Include and make space for others, embracing diversity and fostering a sense of belonging.
- Listen to and follow instructions given by the staff or any VCS employee, acknowledging their wisdom and experience.

Remember, these guidelines are designed to foster a positive and respectful atmosphere in the Student Life Center, where sacrifice, wisdom, and courage intertwine to create a vibrant community.



Skyway Learning Commons & Library

The Skyway Learning Commons and Library are located on the upper floor (4th floor) of the Conservatory building. The Learning Commons and Library consist of study tables, a collaboration “Collab” room, the silent study room, and the library book stacks area.

Hours

- Monday-Friday 7:30am – 4:00pm
- This schedule may change on minimum days.

Purpose

The Skyway campus Learning Commons (LC), located on the fourth floor of the Conservatory building, is a place for quiet study, research, collaboration, and creative informal learning. The Learning Commons includes the Library and its resources. To maintain a safe and welcoming environment for reading, learning, exploring, and creating, all visitors are required to comply with the following policies. Visitors to the school must also comply with all VCS student guidelines discussed in the Junior High and High School student handbooks.

Students using the Learning Commons may work collaboratively or study alone at the tables or work in the Silent Study Room, when available, that is designated for individual silent study. The Collaboration “Collab” Room may be reserved by students for focused work on group projects. A reservation request can be made through the Learning Commons website on Learn.vcs.net. A Maker Area is provided for informal learning, collaboration, and creativity.

Using Specific Spaces

- **Study Area:** Students can work collaboratively at study tables. PC laptops and Chromebooks are available to all students for check out to use for school-related work within the Learning Commons. Students who wish to borrow one may ask any staff member and will be required to leave their cell phone at time of checkout.
- **Silent Study Room:** Opens at 7:30am for **High School students**, 8:00am for **Junior High students**, and closes for all students at 4:00pm. **Quiet individual study only.** Silence must be maintained at all times. Five iMac computers are available for school-related use. Only water bottles are allowed. *Note: This space will occasionally be unavailable due to Library instructional sessions.*
- **Book Stacks Area:** Opens at 7:30am for **High School students**, 8:00am for **Junior High students**, and closes for all students at 4:00pm. This area contains the library’s Fiction and Nonfiction book collections. Students



may enjoy quiet reading in separate seating areas. No food or beverage allowed.

Collaboration “Collab” Room: Opens at 7:30am for **High School students**, 8:00am for **Junior High students**, and closes for all students at 4:00pm. To facilitate work on collaborative student group projects, this technology-equipped room is available by reservation only for student groups who do not have a dedicated group workspace on campus. Depending on demand, limits may be set for the number of times a group may reserve the room per week or month. *When not reserved for academic use*, the room will offer maker activities that stimulate creativity and collaboration. Materials will be provided for either single-visit or week-long activities. To provide access to all interested students, seat time and/or visit limits may be established. The room is monitored by LC staff. Any student who intentionally damages the contribution to any project or work of another student will lose the privilege of using the Collaboration Room. Only water bottles are allowed.

Behavior Policies

Students are expected to respect library materials, LC staff, and other students. School dress code and behavior rules described in the Junior High and High School student handbooks apply at all times.

The Learning Commons is intended to be the space for study and research. The noise level is monitored at all times. Students who cause distractions to other students will be asked to go outdoors.

Cell phones should be on silent or vibrate. All calls should be made and received outside.

The Learning Commons is a destination, not a pathway to other locations in the Conservatory building. To reach or depart from the Conservatory classrooms, practice rooms, or instrument lockers, students must use either the stairwell behind the chapel or the stairwell near the football stadium. No instrument storage space is available in the Learning Commons.

Student Visits during Class Period

Students may visit the Learning Commons during class time if they have a hallway pass from their teacher. If students arrive without a pass they will be sent back to their teacher. Students who create distractions for others or who do not have schoolwork or research to work on may be asked to return to class.



Computer Use

Computers are for school-related projects only. The LC staff reserves the right to determine the appropriateness of any website. For details, see the VCS Computer & Internet Use Policy that follows.

Food and Drink

While studying in the Learning Commons, only water is allowed.

Online Catalog

The Library section of the Learning Commons provides more than 45,000 print and eBooks to its users for research and recreational reading. To search the online catalog, go to Learn.vcs.net and select “Learning Commons” under the *My Warriorlife* menu. Click or tap the *Search Our Catalog* message in the left column, select *Skyway Campus Library*, and enter your search term in the field. To locate only library eBooks through the catalog, limit the search to “*Material Type: Electronic Book (eBook)*”. Click on either the *Keyword*, *Title*, or *Author* button to execute the catalog search. Pressing *Enter* will conduct a Keyword search.

Databases

The 45+ subscription databases provided by Valley Christian Schools are valuable tools that assist students in research and homework projects. All are available at school without passwords, and away from school with Internet access and the current Skyway Off-Campus Credentials. To search the databases, go to Learn.vcs.net and select “Learning Commons” under the *My Warriorlife* menu. From the Learning Commons homepage select the *Research* tab to access all databases and to find the current off-campus credentials list.

Digital and Print Periodicals

The library collection includes 17 digital magazines and the [digital edition](#) of the daily *San Jose Mercury News*. To view the current magazines and all past issues of these titles, visit the Learning Commons homepage on Learn.vcs.net for instructions to download and set up the Flipster app by EBSCO. This information is located in the left column of that webpage.

Material Circulation and Fines

Library books may be checked out for two weeks with fines assessed at 20 cents per day per book. There is a five-day grace period after the due date; if a book is returned after the five-day grace period, the fine is calculated from the due date. Overdue Notices are sent **only** through *Warriorlife* email. Students are responsible for all materials checked out on their account. Fines or replacement fees for items that are late, lost, or damaged are the student's responsibility to resolve and clear by the end of each semester.



Computers and Internet Use

Computers are available for student use for word processing and research using library resources and the Internet as needed. All school policies apply when using Learning Commons computers.

Computers are a shared resource for school-related use only. Therefore, students using the computers agree to adhere to the following rules as well as any other rules deemed necessary during the year including the Acceptable Use Policy in the Student Handbook. Students will be notified of any changes. Any violation of the rules will result in disciplinary measures.

- Access to the Internet in the Learning Commons is restricted to research for school-related projects.
- Playing games or streaming digital content (videos, movies, music, etc.) in the Learning Commons on **any** device – school or personal – for recreation or entertainment is not permitted.
- Music and movies may not be played for personal use on Learning Commons computers.
- Except as permitted by LC staff, no other devices may be connected to the computers for any reason including, but not limited to, charging of personal devices.
- Students may not alter the settings of any computer, including applications, keyboards, and computer mice.
- Nothing may be downloaded to the C-drive.

The LC staff's decision is final on whether a site is appropriate. Any violation of the Learning Commons' policies or disregard of the staff's direction may result in the loss of computer or LC privileges for a period of time.

Use of any electronic devices in the Learning Commons, whether personal or school devices, must comply with the VCS Acceptable Use Policy, the HS Academic Integrity Policy, and JH Academic Integrity Policy including:

- Any site related to computer hacking, or any other criminal act
- Sites not in English, unless required for a World Language class
- Any site with inappropriate language, images, or music as judged by the LC staff or school administration

Any attempt by a student to defeat any security measures on the Learning Commons computers or attempt to access data on VCS networks that is not



relevant to a student's schoolwork is a violation of California Penal Code section 502.



Resource Center

The Resource Center is a dedicated academic support space on campus designed to help students achieve success. It provides a quiet, structured environment for testing accommodations, tutoring, focused study, and academic assistance. The Resource Center ensures students receive the support they need to meet their educational goals, including help with organization, time management, and course-specific content.

The Resource Center is only to be used for those students who have accommodations. Students who do not have accommodations must do make-up tests through Warrior Time make up testing

The Resource Center is open from 7:45 to 3pm.

Students who have accommodations can take tests in the Resource Center during their open period and Warrior Time.



Parking and Driving

Parking and Driving on Campus

Driving to school and on campus is a privilege, not a right. Reckless or irresponsible driving is a cause for withdrawing this privilege. Any student duplicating, replicating, or otherwise creating a fraudulent pass will have their campus privilege revoked. **Repeated violations of VCS rules and regulations are cause for revoking a student's privilege of parking or driving on campus.**

Students will not be permitted to go to their cars during the school day without written permission from the office. Students must not loiter around their cars or be in them except when arriving or departing.

Every effort is made to ensure our student's safety, but we cannot guarantee vehicles for loss or damage. Valley Christian Schools is not responsible for the loss or damage to vehicles parked on campus or at authorized remote locations such as Capital Station (formerly Fehren) park-in-ride lot); **owners park at their own risk.**

No student drop-off or pick-up will be allowed in the visitor parking lot between the hours of 7:15 am-9:15 am and 2:15 pm-4:15 pm.

VCS Parking Lot Rules and Regulations

Student-driven vehicles must be registered with the Security Office before a student drives to school. Parking on campus is provided for seniors, who have purchased an on-campus parking pass via the lottery, and is considered a privilege, not a right. Seniors, juniors, and sophomores still need to register their cars if they plan to drive to after-school events and use the shuttle from the Capital Station lot.

We provide complimentary parking and shuttle service between the Skyway Campus and the Capital Station Park and Ride for all other students. A commitment was made to our neighbors during the initial development of the Skyway Campus that students are not allowed to park, be dropped off, or picked up in the neighborhoods surrounding the campus. Nor can a neighbor authorize parking at their residence. This commitment is still in effect and needs to be honored. Additionally, since a sufficient number of parking spots must be reserved at all times for parents, guests, and for school/community events, we can offer a limited number of on-campus student parking to seniors only via a lottery drawing.



- Students' parking is assigned to the "Yellow Lot" only and may not park anywhere else. Students may not use the faculty and visitor parking between 7:00 am and 4:00 pm on school days.
- Faculty/Staff lot, reserved spaces, visitor's lot, handicap spaces, and any location not lined explicitly as a parking place are not to be used for student parking. Cars parked illegally will be cited and may be towed.
- The campus street speed limit is 25 m.p.h. The parking lot speed limit is 10 MPH. Students are required to yield to pedestrians and to stop when asked by faculty and staff. Speeding, reckless driving, or failure to obey traffic personnel may result in citation, school disciplinary action, and possible loss of driving privileges.
- While on campus, music must not be audible outside of the vehicle.
- All accidents or damage of any kind (that happens on school grounds) must be reported to the Security Office on the same day as the incident.
- All student drivers MUST comply with the directions of the parking and traffic management personnel employed by VCS. Failure to do so may result in citations and disciplinary action by VCHS, including possible expulsion and loss of driving privileges.
- Pedestrians are to obey traffic management personnel at all times.
- Canine Random searches: Drug sniffing canines may be used for random searches of all areas of the VCS campus, including all automobiles parked on campus.

Vehicle Searches

Students and Parents do not have any expectation of privacy for vehicles parked on School premises or any VCS-provided satellite parking lot. The School reserves the right, at any time, to inspect any parked vehicles, including the trunk, and any purses, backpacks, or other bags located within the vehicle in order to protect the health, safety and welfare of students and the School or if the School has a reasonable suspicion of a violation of expected student conduct standards, possession of contraband items, or a violation of the law. This includes, but is not limited to, the use of sniffing dogs.

Parking Citations

Valley Christian Security will issue citations to vehicles violating VCS parking regulations. All parking citation fines will be sent to your parent portal account under "pay fees." Fines can only be paid online under your "PayFee" account. VCS will no longer accept checks or cash for payment of fines. For any questions, contact VCS Security at 408-639-6865 or security@vcs.net

Senior Parking Permits

- **Senior Parking Permits are not transferable to any other student. They WILL result in the loss of your permit and privilege to park on the Skyway**



Campus for the remainder of the school year, with no exceptions.

(Example: If you are injured or are not using your permit for any reason, you may NOT give the permit to another student to use in your place).

Any student using a parking permit not issued directly to them by the VCS Security Department will be disciplined and may result in the loss of a future senior parking permit and possible suspension from school

- The VCS Parking permit is not deemed valid until it is issued to the student by the Security staff.
- The proper parking permit must be placed on the lower left corner of the windshield.
- All cars without the proper parking permit on display will be cited.
- Each parking permit is issued to one student and one car only.
- A secondary parking permit may be issued to a student's family vehicle at no additional charge.
- THE PARKING PERMIT IS NOT VALID UNTIL IT IS ISSUED BY SECURITY.

Off-Campus Parking Policies and Shuttle Service

- All vehicles must be registered with VCS Security.
- The VCS Security staff will issue permits at the Capital Station park and ride lot or in the Security office before and after school.
- **The VCS Security card** should remain with you at all times. The shuttle hours and emergency contact numbers are located on the pass.
- Off-Campus **vehicle permits** are to be placed on the lower left hand corner of the front windshield.
- Students and parents should refer to the [transportation information posted in the VCS Portal](#) for shuttle times.
- **Absolutely no students will be allowed on the bus once the doors are closed at times noted in the shuttle schedule, and the bus is preparing to pull out.** Please be on time because tardiness will not be excused; it is the student's responsibility to make sure you are on the bus at the appropriate time.
- VCS Security will provide a Capital Station shuttle 10 minutes after the first lunch bell and 10 minutes after the last lunch class bell.
- At the end of the school day, students may park on campus in the **Yellow Lot (Student Parking) only. Students may not park in visitor or staff parking until after 4:00 pm.** Violators will be cited and a ticket sent home to parents.
- Students who need a ride during the shuttle off hours call VCS Security at **(408) 639-6865**. When arriving to school after shuttle hours, contact security ahead of time to help eliminate the wait.
- It is essential to practice safe driving and follow all school rules at and around the Capital Station Lot—**Absolutely no reckless driving at the lot or in the surrounding neighborhood.** Violations at or around the Capital



Station may result in the loss of privilege to park at the Capital Station and possible loss of a future Senior Parking Permit.

- Valley Christian Schools is not responsible for the loss or damage to vehicles parked on campus or at authorized remote locations (such as Capital Station); **owners park at their own risk**. Every effort is made to ensure the safety of our students, but we are unable to guarantee vehicles for loss or damages.



Computer Device & Network Access: Acceptable Use Policy for Students

Use this document contains the Acceptable Use Policy for student use of the Valley Christian Schools' ("VCS") network and computer equipment.

VCS offers computer and Internet access for educational, instructional and research purposes for all VCS students. Use of any computer, node or other device or VCS' wireless or wired network, or receipt of one or more authorized VCS' domain accounts requires explicit agreement with this AUP. This AUP applies to any computing device such as laptop, desktop, iPad, cell phone, wearable technology, etc., regardless of whether the device is owned by the school or personally owned by the student. It is your responsibility to read and understand this agreement, as well as all other agreements as a condition of admission, a condition of network use, as well as a condition of continued enrollment. All users agree to this AUP as a condition of use of VCS' network.

1) Educational Purpose

a) Main Purpose

- i) VCS' network provides Internet access, established for the primary purpose of education and instruction (i.e. research, class assignments, career development and training). VCS Internet access is provided as an additional tool for purposes of better preparing VCS' students to become educated, effective Christians in the world today. All use of the VCS Network is to be directed with the premise of enhancing classroom instruction, with an eye towards activities that build positive Christian character.
- ii) VCS' network has not been established as a public access service or a public forum. VCS has the right to place reasonable restrictions on the material accessed or posted through the network and on communications taking place on the network.
- iii) VCS' network is not to be used for individual commercial gain. No products or services may be offered, provided, or purchased through VCS' network unless for a legitimate VCS fundraiser, theatre ticket sales or other approved entrepreneurial venture to the benefit of VCS. Unacceptable uses include selling or purchasing personal items online or through the unreasonable use of Internet auction sites such as eBay.com®.
- iv) VCS' network may not be used for any non-sanctioned political lobby.
- v) The computers provided for student use remain the property of VCS. Non-portable computer systems are not to be removed from the campuses under any circumstances. Laptop, notebook, and tablet computers may be used off-site with permission of the IT department. Laptop, notebook and tablet computers will be turned back into the Technology Office at an agreed



upon date. Exceptions include summer course work, continuing education, summer school and other approved uses.

2) Student Internet Access

a) Responsibilities and Procedures

- i) All students have access to the Internet (World Wide Web) for access to information resources. Connectivity is provided in classrooms, offices, libraries, school computer labs, athletic facilities, band rooms, outdoor common areas and all assembly areas. Students are required to follow the rules of computer use set forth in the Acceptable Use Policy as well as to obey all campus-specific rules regarding computer use and student conduct requirements. Further, students are expected to comply with all local, state and federal laws especially as they relate to cyber-bullying, unauthorized access to computer systems and copyright infringement.
- ii) Technology Office staff must install all software without exception. Students must never install software of any kind onto VCS computer systems including seemingly innocuous software such as search toolbars, browser add-ons, etc. These often come with malware and viruses attached.
- iii) Downloading of files from the Internet for academic or career development purposes is acceptable only when attention is given to the following areas:
 - (1) Save all files to disk and scan every downloaded file for viruses before opening.
 - (2) Ensure that you are not breaking any copyright laws by downloading the file(s).
 - (3) If unsure, ask a teacher, librarian or technology staff person for advice.
- iv) Do not download freeware, shareware and/or demo programs. Do not download games, screensavers or MP3 files. Any audio/video streaming through such applications as QuickTime, Rdio, Spotify, Songify, Windows Media Player, Beatsradio, etc. may be viewed as part of valid research in preparation for, or in conjunction with, curriculum and/or class assignments and not solely for entertainment purposes. This sort of activity wastes bandwidth and is an unacceptable use of network resources.
- v) Students will be assigned the standard level of permission on the local machine and/or server domain for which there exists a legitimate need.
- vi) Students should rely on their Warriorlife accounts for the majority of authentication requirements, but classroom logins may also be used and will be provided by the course instructor.

3) Student Conduct and Expectations

a) Student Behavior and Responsibility

- i) Many behaviors, conduct and activities are prohibited by or inconsistent with the VCS code of conduct or are prohibited by criminal law. Although it is impossible to outline each and every negative behavior in a single document, it is expected, that each student exercise good judgment and common sense on a daily basis. Students using VCS' network are required to comply with all VCS policies, including this AUP and the student conduct



requirements set forth in the VCS handbook. There may be some question as to which behaviors are specifically prohibited. It is your responsibility to read and understand this agreement, as well as all other agreements provided by VCS now and in future revisions. In addition to all published codes of conduct, school policies and campus-specific rules, this AUP sets forth a set of criteria as a condition of network access. If you have any questions, please do not hesitate to seek the guidance of a teacher, counselor, administrator or IT staff for assistance in clarifying any content in this document. By connecting to and/or using the VCS network, students affirm the following.

b) Unacceptable, Illegal and Prohibited Uses

- i) I will not create, send or post any material that is likely to cause offense or needless anxiety to other people or bring the school or any faculty or staff person into disrepute
- ii) I will use appropriate language –remember that you are a representative of the school on the web, a global public communications system
- iii) I will not engage in any illegal activities or harassment of any kind. I will comply with VCS's student conduct requirements in my use of the network and online activities.
- iv) I will not use language, phrases or verbiage that could stir up hatred against any ethnic, religious or other minority group
- v) I will not reveal any personal information (i.e. home address, telephone number) about myself or others on the Internet
- vi) I will not take suggestive, risqué, or nude photos of myself or others, and if I come into possession of such photos, will not post these photos on the web, send or forward these images to others
- vii) I will not trespass into other users' files or folders
- viii) I will not compromise another user's social media account
- ix) I will not share anyone else's login details (username or passwords)
- x) I will ensure that if someone has learned my password, I will change it immediately
- xi) I will log off after my network session has finished
- xii) If I find an unattended machine logged on under other user's username I will not continue using the machine – I will log it off immediately and log back in under my own account
- xiii) I understand that I am not allowed access to unsupervised and/or unauthorized chat rooms and should not attempt to gain access to them
- xiv) I am aware that e-mail is not guaranteed to be private. Messages supporting illegal activities will be reported to the authorities.
Anonymous/unnamed messages are not permitted
- xv) I will not use the network in any way that would disrupt use of the network by others



- xvi) I will report to an adult any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable
 - xvii) I will not introduce USB drives or other portable media into the network without having them checked for viruses
 - xviii) I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use
 - xix) I will not download and/or install any unapproved software, system utilities or resources from the Internet
 - xx) I realize that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated
 - xxi) I will not knowingly receive, send or publish material that violates copyright law
 - xxii) I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system
 - xxiii) I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails
 - xxiv) I will not attempt to subvert the web content filter
 - xxv) I will not attempt to obfuscate my browser history or activities using an anonymizer or any other means
 - xxvi) I agree to comply with the acceptable use policy of any other networks that I access
- c) Additional Unacceptable, Illegal, and Prohibited Uses
- i) You will not attempt to gain unauthorized access to the VCS network or to any other computer network using VCS network resources or attempt to elevate current authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are not only against school policy, but they are illegal (see United States Code TITLE 18 - CRIMES AND CRIMINAL PROCEDURE - PART I - CHAPTER 47 - Sec. 1030).
 - ii) You will not make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses, deleting system files or by any other means. These actions are not only against school policy, but they are illegal (see United States Code TITLE 18 - CRIMES AND CRIMINAL PROCEDURE - PART I - CHAPTER 47 - Sec. 1030).
 - iii) You will not use the VCS network to engage in any illegal act or to violate any applicable copyright, trademark or other intellectual property rights. Illegal acts include (but are not limited to) the dissemination, download, transfer or installation of pirated software, illegal MP3 files, and/or other software licensed to others.



- iv) Computers equipped with CDRW, DVDRW (CDROM & DVD writers) must never be used to make illegal copies of any copyrighted materials including, but not limited to software and music CDROMS. Any person caught doing so will face appropriate repercussions.
 - v) Students may bring a personal computer on campus but must not attempt to connect to the VCS local network. VCS provides access to the student wifi network called, "VCS Metropolitan." All access to the Internet must go through VCS Metropolitan via wifi. Students must never connect through the wired network.
 - vi) Students must not use the VCS network in a way that violates VCS conduct standards, established policies or requirements or which violates VCS' student code of conduct.
 - vii) As a 1:1 school, VCS has adopted iPads as the primary student device. Middle and high school students are required to bring their own device to school for daily use. Students are not allowed to bring a jail-broken device to school. Students are required to enroll their iPad with the school's mobile device management software (MDM) as a condition of network access. MDM enrollment also allows IT staff to assist in supporting students with technical difficulties. iPad must remain enrolled in the school's MDM throughout the student's academic career at VCS. In the event the iPad must be replaced due to lost, theft, or receipt of a new iPad as a gift, the new iPad must also be enrolled, as each MDM enrollment is device specific.
- d) Network Security
- i) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Do not store your written password in a conspicuous location where others may observe it.
 - ii) You will immediately notify the Technology Office if you have identified a possible security problem, including someone gaining access to your account.
 - iii) You will avoid the inadvertent spread of computer viruses by scanning all files when importing files via removable storage device, downloading email attachments, or transferring files across the network, etc.
- e) Inappropriate Communication
- i) You will not post sensitive personal information that could cause damage, loss of reputation, disruption or division
 - ii) You will not engage in personal attacks, including prejudicial or discriminatory attacks
 - iii) You will not harass others. Harassment is persistently acting in a manner that the other party perceives as distressing or annoying
 - iv) You will not knowingly or recklessly post false or defamatory information about a person or organization



- (i) You will not engage in any conduct, which would violate VCS' conduct standards for students
- f) Respect for Privacy
 - i) You will not publicly re-post digital communication (i.e. Email or IM) sent to you privately, without permission of the person who sent you the message. This includes posting a message or contents of a message to a public chat room, public bulletin board system, social networking site (Facebook, Myspace) or similar public-access system. Avoid forwarding an email message to a third party unless a legitimate reason warrants such behavior.
 - ii) You will not post private or personal information about another person
- g) Respecting Resource Limits
 - i) You may use the network for educational and college or career development purposes. There is no limit on use for education and college or career development activities. You will refrain from using the network for purely entertainment purposes as this wastes bandwidth, and other resources.
 - ii) Following school guidelines for acceptable use of resources and materials, you may use the network for personal use such as on-line shopping, posting to social media outlets, or other personal, non-education oriented activities. These activities should be minimal and conducted during personal time such as before and after school, and during lunch. If you are unsure of any activity in which you may be thinking about engaging is a violation of the UAP, please visit or contact the ITC and IT staff will be glad to assist you.
 - iii) Students must take responsibility to back up the most critical data on their personal equipment since IT Staff does not manage student personal equipment
- h) Inappropriate Access to Material
 - i) You will not use the VCS network to access material that is profane or obscene such as pornography, or any material that advocates illegal acts, violence or discrimination towards other people, such as hate literature, or otherwise violates VCS' conduct standards. Exceptions may be allowed for certain, similar activities with regard to previously approved, legitimate research and/or course projects.
 - ii) You may not use VCS network resources to engage in online gaming, "fantasy football," or other distractions that do not constitute educational use of VCS' computer systems and networks
 - iii) Web content filters are in place to help shield students from negative and hurtful images, and protection from viruses and malware while on campus. However, these tools are not perfect and students must remain vigilant against these threats by practicing good digital citizenship whenever spending time online.

4) YOUR RIGHTS



- i) Search and Seizure
 - a. All data transmissions and information transmitted via the VCS network is the property of VCS. There is no expectation of privacy in the contents of computer files on the VCS Network or to information received or transmitted over VCS' network. Should the situation arise which , in VCS's sole discretion merits a search of your device, VCS reserves the right to access any and all data for the purpose of investigation and to take disciplinary action, up to and including suspension or expulsion for any violation of this policy, for violation of VCS conduct standards, or other VCS policies. This includes, but is not limited to, the use of cell phones, iPads, and other devices while on premises.
 - b. Routine maintenance and monitoring of VCS Network may lead to discovery that a violation of local, state, federal laws, this policy, or VCS conduct standards has occurred.
 - c. An individual search may be conducted, at any time if VCS, in its sole discretion, has a reasonable suspicion that you have violated this policy, or local, state, or federal laws or VCS conduct standards. The investigation will be reasonable and related to the suspected violation. However, VCS may in the course of investigating discover other violations of this policy, other VCS policies or VCS conduct standards and reserves the right to take appropriate disciplinary action up to and including, suspension or expulsion.
 - d. VCS reserves the right to search cell phones, computers, iPads, and any other devices that would assist in any investigation as deemed necessary by VCS administration and VCS security personnel.
 - b) Procedure
 - i) VCS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the VCS' network.
 - c) In the event there is a claim that you have violated this Policy or disciplinary code in your use of the VCS network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a campus administrator and/or VCS security personnel. Depending on the nature of the suspected violation, your network access may be suspended until the problem is resolved.
 - d) If the violation also involves a violation of other provisions of this policy, student contract, local, state, or federal laws, additional sanctions may occur.
- 5) LIABILITY
- a) Limitations of Liability
 - i) VCS makes no guarantee that the functionality or services provided by or through the VCS' network will be error-free or without defect
 - ii) VCS will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service



- iii) VCS is not responsible for the accuracy or quality of the information obtained through or stored on the network
- iv) VCS will not be responsible for financial obligations arising through the unauthorized use of the network or Internet

6) Release and Indemnification

- a) Release - You agree to release and hold forever harmless, VCS, its agents, employees, network administrators, and contractors from any and all claims arising from or relating, in any way, to your use of the VCS' network or any violation of this Policy, including but not limited to, any claims and damages of any nature arising from my use of, or inability to use, the VCS Network, and also including, but not limited to claims that may arise from the unauthorized use of the network to purchase products or services
- b) Indemnification - You agree to indemnify VCS, its agents, employees, network administrators and contractors, against any claims, loss or expense, including attorney's fees and costs, incurred or sustained, arising in whole or in part from any violation by you of this Policy

7) SEVERABILITY

- a) If any provision, or portion of this agreement is held to be invalid or unenforceable by any court or arbitrator of competent jurisdiction, such provision, or portion thereof, shall be modified or deleted in such a manner so as to make this agreement, as modified, legal and enforceable under applicable laws and shall not affect the validity of the other clauses or portions thereof of this agreement.



Emergency Distance Learning Policies

Sometimes, events may create situations where VCS chooses to conduct learning from home. We will have practice days each year using these policies and schedules so that students and teachers maintain experience in this format. The following policies apply when a distance learning model is used:

Distance Learning Schedule

VCS will provide 4-5 total hours of structured learning for the average student each day. This is reduced from the normal 6-hour school day to allow students a greater degree of scheduling flexibility as they work from home and in accordance with best practices in distance education. Online learning takes many students longer than face-to-face instruction, and most students will need to complete some course work outside of the scheduled school day.

Each core class will incorporate synchronous (live group) learning and may also include segments of targeted asynchronous (independent) learning. Not all elective classes will have synchronous learning.

All learning objectives, learning materials, and instructions will be posted by teachers no later than 9:00am each day. All student assignments will be due by 9:00am of the next class session (following the A/B schedule).

Daily VCHS Distance Learning Schedule

8:00am-9:00am	Teacher prep and meetings
9:00am	All assignments from the previous class session are due All learning objectives, learning materials, and instructions for that day are posted on learn.vcs.net teacher websites
9:00-9:30am	Teacher Office Hours
9:30-10:30am	A/B 1st Period
10:45-11:45am	A/B 2nd Period
11:45-12:15pm	LUNCH BREAK
12:15-1:15pm	A/B 3rd Period
1:30-2:30pm	A/B 4th Period
2:30-3:00pm	Teacher Office Hours



Mathematics, World Language, and Advanced Placement (AP) Classes

Students should expect to have an average of 45 minutes of practice/homework for each class session. Since lecture time will be reduced, students may find that mathematics homework takes them longer than normal. If the total time exceeds 90 minutes (including the lecture), the student should contact the teacher.

Some students might benefit from more practice than what is assigned during distance learning. Teachers may choose to post optional practice that students can complete (no grade associated). This would be particularly beneficial in AP classes, where a student may want to keep on a more assertive pace of learning in order to earn a specific AP exam score in May. As of the date that this handbook was published, College Board was still planning to provide AP testing for this year.

English Classes

Students should expect to have an average of 45 minutes of practice/homework for each class session. The amount may be up to 45 minutes due to the wide variance in student pacing with reading and writing.

Science, Social Science, and Bible Classes

Students should expect to have an average of 30 minutes of practice/homework for each class session. Students should NOT expect to have much work for these classes outside of the one hour allotted window for the class, but there may be some.

Elective, Business, Technology, Athletics/P.E., and Conservatory of the Arts Classes

Unless the class is already an online class or is an Advanced Placement Class, these classes will have unique learning designs. Those will vary and will be communicated by the teacher.

At Home Learning Space

Students need an organized space from which to learn. Look around your home and decide the best place to become your distance learning location. Some things to consider:

- Students will need access to reliable internet that can handle Zoom sessions
- Students need reliable technology (iPad with working camera, headset, etc.)
- Natural light (helps with productivity and positivity)



- Space for your computer/iPad, notebook, and textbooks to be within easy reach
- Eliminate distractions
- Consider an extra monitor or device (such as a smart phone), to make multi-tasking easier while on Zoom (suggested not required).
- Think about furniture that promotes good posture

Behavior While Attending Class from Home

- Students are expected to keep their video on, so the teacher and classmates can see them. If you have internet issues or access to only one device, please let the teacher know that (see Zoom Participation Grades).
- Students should not attend class while in bed.
- Students are expected to be sitting up and prepared to learn, just like in a classroom setting.
- No one else should be attending class with you. Again, similar to a classroom setting, the learning experience is for you, and you should be focused on the learning.
- Be sure that your learning space is not distracting to other learners. You should not have people coming in and out of the Zoom meeting and you should limit eating while in class.
- No inappropriate slogans, pictures, backgrounds, or posters may be visible while online during the class session.
- Students should be focused on the learning while in class, just like on campus. Students should not be distracted with phones, video games, side chats, or use of social media that is off task.
- Chat rooms in Zoom should be pertaining to class use and class subject-matter only. Side chatter can be distracting, so do not use the chat window unless directed by the instructor.
- Students should be in the distance learning dress code parameters.
- The general VCHS behavior policies for on campus will apply to distance learners.
- Students cannot record Zoom sessions without teacher permission.

Discipline of Distance Learners

Teachers that are concerned that a student is off task during class may contact the Dean of Students for follow up. Parents will be contacted by the Dean of Students if students are not adhering to the VCHS general behavior policies or the distance learning policies. Discipline will be logged into the discipline record and will count as an issue on the discipline log. The Dean of Students may choose to postpone disciplinary actions until a return to campus. VCHS will seek to partner with parents to design discipline that is appropriate, fair, and helps to shift the behavior. In serious behavioral situations, students may be suspended from attending any Zoom class sessions, without the ability to make up work,



until the parents contacts the school. Students who have repeated or severe behavior issues may be asked to withdraw from VCHS.

Zoom User Conditions

Students need to stay in within Zoom's user conditions, otherwise Zoom will suspend the student's account and the student will be unable to access Zoom. Students need to be respectful and use Zoom responsibility by being modest, not "Zoom bombing," etc. VCHS is unable to reinstate a student's account if Zoom suspends it for violating their terms and conditions.

Sign-ins Using Warriorlife

Online tools should be accessed using your Warriorlife log-in

- Zoom
- Learn.vcs.net (Moodle)
- Google Drive

Outside of Time Zone Policy

During distance and hybrid learning, Valley Christian High School courses will be held synchronously according to the VCHS Bell Schedule using the Pacific Time Zone (PT). VCHS classes are designed to be interactive experiences between students and teachers, with students who do not attend synchronous sessions at disadvantage by not receiving live-time teacher feedback or benefiting from discussions with their peers. Due to some Covid-19 travel restrictions, attending synchronous classes may at times require some students, including our international students, to attend classes during non-traditional school hours.

- It is your responsibility to communicate with your teacher if you are outside of our time zone and you encounter any irregularity or difficulty in completing your school work.
- If you are living in a country with internet restrictions that hinder your ability to complete school work or attend class, please be in contact with the Director of International Student Programs, Rira Seo rseo@vcs.net who can work with you and your teachers to address your concerns.
- Teachers are allowed to grant a 24-hour homework extension, with parent or guardian approval, to accommodate your time zone difference.
- If VCHS holds in-person final exams, you will be required to locate an approved proctor to proctor an in-person final exam at your location. This could be a teacher, librarian, or employee in the education field who would be responsible to administer your exam and return it to VCHS electronically.



- You are advised to locate a peer in your classes or ask your teacher to help identify a student who could assist you in capturing class notes or serving as a “class buddy.”

Distance Learning Dress Code

- At home learners should not be distracting to the learning environment. They can wear comfortable attire but should be modest. Anything in the background of distance learners should be in keeping with VCHS dress code and behavior expectations.

Zoom Participation Grades

Teachers may assign a daily grade for attendance or participation for distance learners. If students miss a class on Zoom due to an excused absence, the teacher may assign alternate work equal to the amount of class time missed. After an absence, it is the student's responsibility to follow up immediately to request the alternate assignment from the teacher. That assignment will be due based on the excused absence policy.

To earn points for participating in a Zoom session, students should:

1. Leave their camera turned on to show they are actively paying attention to the teacher
 - Poor internet connectivity/issues? Sharing the internet with others at home? Have a parent email the teacher to notify him/her of poor internet connectivity).
2. Make sure Zoom name is their first and last name, spelled correctly. Students who do not list their real name may not receive credit for attending.
3. Engage in the class session according to the teacher's guidelines (this may involve: participating in Zoom polls, taking part in class discussion, notifying the teacher of questions via chat, etc.)
4. Avoid disruptive or inappropriate behavior that could result in the teacher having to remove the student from the class. If a student is removed from the class.

Attendance

You are expected to be present for class and engaged in the daily lesson plans in order to maintain credit for your classes. This is the assigned time when the teacher is available and may offer synchronous learning. That being said, during Distance Learning, Valley Christian will measure attendance by ASSIGNMENTS SUBMITTED, rather than taking virtual attendance in each class. Students and parents/guardians should understand that missing a distance learning class might make it particularly difficult to catch up on missing information, due to the



complexity of online learning. This means every priority should be made to attend classes during its assigned time.

Assessments

Valley Christian will NOT conduct summative assessments (i.e. unit tests) remotely during short uses of emergency distance learning. For longer periods, different policies will be adopted and communicated.

Teachers will create small, formative assessments to measure learning for the duration of the distance learning. Students will be responsible for the content taught during distance learning when the final exam is given, but generally, there should not be a summative assessment on the learning that occurred immediately upon the return to school, since that would create undue pressure on the learning environment during already stressful times.

There will be unique situations when an assessment upon return to school is best for learning. Examples would be assessments of students prior to AP testing, so students could receive accurate feedback.

Teachers may choose to quiz students using digital assessment methods, or may create alternate assignments that will count as part of the distance learning grade (e.g. short answer responses that allow students to reference resources rather than a closed-book multiple choice quiz). Some teachers may opt to assign a 20-minute assessment during class time as a review of the distance learning that has occurred. These 20-minute assessments should not occur more than one approximately every three weeks and should not be worth more than 3x a typical classwork assignment.

How Semester Grade Categories will be Adjusted

When Emergency Distance Learning Days are used for more than two full weeks of instruction, each VCHS course category set up will adjust to include a Distance Learning category, weighted to match the duration of Distance Learning Days. Other categories will be reduced proportionally, and teachers will update PowerSchool accordingly. VCHS will provide teachers and students with details about category weigh adjustments and formulas if the need to adjust categories arises.



Netiquette: Etiquette Tips for the Distance Learning Environment

As fellow learners at VCHS, I hope you're looking forward to some great discussions and new learning opportunities in our temporary distance learning environment. But keep in mind that just because you're in a different setting doesn't mean the important things will change. You'll still be supported by your VCS teachers who care about creating safe places online to explore complex concepts and wrestle with difficult ideas. Please expect to be validated, encouraged, and even challenged. At all times, expect to be respected. In order to create the kind of environment in which this can happen, it is imperative that we all commit to basic standards that help everyone learn using an online platform.

1. Remember, your classmates and teachers are real people. Before sending a message, consider whether you would say what you have written to the person's face. The detached nature of online communication can make people forget that there's a person on the other end of their comment. Keep in mind that you can disagree with an idea without attacking the person who has a different opinion.
2. Set a respectful tone. Online interactions with teachers and classmates can feel like a big group text with friends when you don't see anyone in person, but a certain level of formality is still expected in your online class environment. In addition to proper punctuation, spelling, and grammar, it's good netiquette to use respectful greetings and signatures, full sentences and even the same old "please" and "thank you" you use in real life.
3. NO YELLING, PLEASE. There's a time and a place for everything—BUT IN MOST SITUATIONS TYPING IN ALL CAPS IS INAPPROPRIATE. Most readers tend to perceive it as shouting and will have a hard time taking what you say seriously, no matter how intelligent your response may be.
4. Sarcasm can (and will) backfire. What may seem like an obvious joke to you could come across as rude or insensitive when people can't hear your tone of voice. As a rule of thumb, it's best to avoid sarcasm altogether in an online classroom. Instead, lean toward being polite and direct in the way you communicate to avoid these issues.
5. Extra kindness never hurts! Remember that "politeness" and "appropriateness" are culturally-defined concepts. When in doubt, err on the side of extra-caution when you are composing a message. And, when reading someone else's message, try to remember that written communication is easily misconstrued: so, if you find yourself responding poorly to someone's message, request clarification of their meaning before you get upset and respond with an emotional message.



6. Submit files the right way. You won't be printing assignments and handing them to your teacher in person, so knowing how to properly submit your work online is key to your success as an online student. Follow your teacher's guidelines for file assignment submissions, like naming conventions that help them keep things organized or acceptable file formats. Forgetting to follow through with these details can delay or prevent your teacher from grading your work and providing you with the feedback you need to improve.
7. Take ownership of your learning. If you're confused or stuck on an assignment, take a moment to try to figure it out on your own. It's easy to miss directions because we're used to skimming text when we read online. Reread your teacher's directions thoroughly, and if you're still confused, reach out during class time or office hours or send your teacher a quick email. They want you to learn and are happy to answer questions!

(adapted from Lipscomb University, Modesto County Schools, & Rasmussen College)



Bible Encouragement Numbers

When you're sad, call John 14, Romans 8:31-39
If you're depressed, call Psalm 27
When you have fallen short and sinned, call Psalm 51
When you worry, call Matthew 6:19-34
When you are in danger, call Psalm 91
When you have harmful habits, call Galatians 5 and 1 Corinthians 10:13
When God seems distant, call Psalm 139
When you're feeling lazy about your faith, call Hebrews 11
When you are lonely and afraid, call Psalm 23
When you grow bitter and angry, call 1 Corinthians 13
When you want peace and rest, call Matthew 11:25-30
When the world seems bigger than God, call Psalm 90
When your prayers grow narrow or selfish, call Psalm 67
When you want courage, call Joshua 1
When you are unsure of how to get along with others, call Romans 12
If you want to know the secret to happiness, call Colossians 3:12-17
If people are unkind, call John 15
If you're envious of others, call Psalm 37
If discouraged, call Psalm 126
If you have an unresolved conflict with a friend, call Matthew 18:15-20
When a loved one dies, call 2 Corinthians 4:7-18
When you need help with making a decision, call Proverbs 3 and 4
When you're feeling guilty, call Luke 15



My Identity in Jesus

Loved

"I have loved you with an everlasting love; I have drawn you with unfailing kindness." – Jeremiah 31:3

A Child of God

"See what great love the Father has lavished on us, that we should be called children of God! And that is what we are!" – 1 John 3:1

Delighted In

"The Lord your God is with you, the Mighty Warrior who saves. He will take great delight in you; in his love he will no longer rebuke you, but will rejoice over you with singing." – Zephaniah 3:17

Forgiven

"He himself bore our sins in his body on the cross, so that we might die to sins and live for righteousness; by his wounds you have been healed." 1 Peter 2:24

Washed Clean

"Though your sins are like scarlet, they shall be white as snow; though they are red as crimson, they shall be like wool." – Isaiah 1:18

Free

"It is for freedom that Christ has set us free. Stand firm, then, and do not let yourselves be burdened again by a yoke of slavery." – Galatians 5:1

New

"Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here!" – 2 Corinthians 5:17

Important

"But you are a chosen people, a royal priesthood, a holy nation, God's special possession, that you may declare the praises of him who called you out of darkness into his wonderful light." – 1 Peter 2:9

Never Alone

"The Lord himself goes before you and will be with you; he will never leave you nor forsake you. Do not be afraid; do not be discouraged." – Deuteronomy 31:8

A Masterpiece

"For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do." – Ephesians 2:10

Wonderfully Made

"I praise you because I am fearfully and wonderfully made" – Psalm 139:14

Have Purpose

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." – Jeremiah 29:11

Complete in Christ

"In Christ you have been brought to fullness" – Colossians 2:10

Unique

"For you created my inmost being; you knit me together in my mother's womb." – Psalm 139:13

Chosen

"You did not choose me, but I chose you and appointed you so that you might go and bear fruit – fruit that will last – and so that whatever you ask in my name the Father will give you." – John 15:16

Family

"Consequently, you are no longer foreigners and strangers, but fellow citizens with God's people and also members of his household" – Ephesians 2:19



If you would like to pray to ask Jesus into your life and to forgive all of your sins, the following prayer is an example to follow:

Dear Jesus,
Thank You for knocking on the door of my heart and for allowing me to hear Your voice. Thank You for loving me and for giving your life on the cross to forgive me of my sins. I confess that I fall short and need Your loving grace. Please become the Lord of my life and make my heart clean. I promise to do my best to serve and love You as my Savior and thank you for the gift of the Holy Spirit to live in me and help guide me how to live for You!
In Jesus' Name,
AMEN

Church Attendance

Students are strongly encouraged to attend church regularly. If you are looking for a church to attend, here are some churches that school administrators currently attend. We would love for you to join us!

Apostles Lutheran Church
Campbell Church of Christ
Cathedral of Faith
Holy Family
Hillside Evangelical Free Church
Morgan Hill Community Christian
St. Mary's Los Gatos
Saint Thomas of Canterbury
Venture Christian Church
Vive Church San Jose
West Gate Church

Please feel free to contact our Vice-Principal of Student Life to help you find the best fit for your family's needs (Mr. Smith nsmith@vcs.net).

Please remember to pray for Valley Christian Schools - the students, teachers, administrative assistants, administrators and staff all need your regular prayer and support. "Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God." Philippians 4:6