PARENT HANDBOOK

VALLEY CHRISTIAN ELEMENTARY SCHOOL



2026-2027

Valley Christian Elementary School
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www.vcs.net

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Message from the Principal

"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."
Philippians 4:8

Dear Parents,

Welcome to the 2026-2027 school year!

As we start the school year, we look forward to all the good God has in store for this season. The focus verse for this year is Philippians 4:8. We are excited to spend the year focusing on all the good things God has given us.

Our school community remains strong by keeping these significant areas in the forefront of our minds:

I. PURPOSE - The need for quality Christian education is more evident than ever as we raise our children today. It is our purpose to provide a high quality education which is centered on Jesus Christ as Savior.

II. PARTICIPATION – Your involvement in our school functions is very meaningful to your children and extremely helpful to our school. All the work must be accomplished by our parents and our school personnel. Please plan to attend our PTPF (Parent Teacher Prayer Fellowship) activities regularly. When we all work together, God's work is accomplished joyfully.

III. PRAYER - The most important and long-lasting contribution you can make is your daily spirit of prayer for our students, teachers, administration and support personnel. Prayer is the key to knowledge and wisdom as we raise our children. Children become what they see and what they are taught. Let's teach them the power of prayer.

We hope the policies and procedures in this book will be helpful to you this school year. Let us keep true to God's PURPOSE. Let us PARTICIPATE and PRAY. May God give us a successful and fulfilling year together! God bless you.

Sincerely,

Gabe Guven
Elementary Principal

What Parents Can Expect at VCS
A Message from the President

Valley Christian Schools' faculty, staff and administration are committed to the *Quest for Excellence*. We understand that the ultimate meaning of "Excellence" involves the nature, character and works of God. Although we have not "arrived," the "*Quest*" is among VCS' highest priorities as we strive to serve as willing hands and feet of God's character and of His amazing works. In keeping with the Quest for Excellence, we strive to offer the following commitments to VCS' students and parents:

1. An effective, well-trained Christian teacher who loves the Lord and your children.

2. Nurturing classrooms managed by teachers who are personally committed to the Lordship of Jesus Christ and who strive to model the fruit of the Holy Spirit in all of their living. The fruit of the Spirit is "LOVE, JOY, PEACE, LONGSUFFERING, GENTLENESS, GOODNESS, FAITH, MEEKNESS and TEMPERANCE" (Galatians 5:22).

3. The Bible, which is God's Word, is the core of the curriculum. In addition to daily Bible instruction, every subject being taught is integrated with the truths and Christian values contained in the Bible. Prayer will be an important part of every student's school day. Because VCS is an interdenominational school, teachers teach Biblical views which are held in common by all Bible believing churches of the Protestant tradition.

4. All students are taught to seek forgiveness for sin, accept Jesus Christ as their Savior, take personal initiative to study God's Word and make it their primary objective in life to love, serve and honor Jesus Christ.

5. Rigorous educational training to include an academic, physical, social and spiritual emphasis with instruction at a level at which students can succeed with reasonable effort. Reasoning, critical thinking skills and internalization of Christian values are important educational goals.

6. Teachers view parents as the primary educators of their children under God. Christian teachers receive their authority to teach children from parents and are therefore to be held accountable to God and parents. Parents can expect written or personal communication from teachers to allow parents to provide added assistance to the student in time to raise a final grade, should an academic grade begin to slip below a "C." Parents are always welcome at school. Parent-teacher conferences may be arranged through the school office. If student difficulties or differences with the school arise, VCS is committed to working with parents and students to a resolution of the difficulties.

7. Primary class sizes will normally be no larger than 24 in Kindergarten (with a full-time aide), 25 in grades 1-2, and 29 in grades 3-5. A qualified instructional aide may allow for a larger class. Classes are most often smaller.

The VCS Board

In the spiritual, educational and physical management of Valley Christian Schools, responsibility has been delegated by the Lord to a Board of Directors. The Board member's purpose is to operate the school in a manner which brings honor to God, dignity to employees and excellent education to students.

2026-2027 VCS BOARD OF DIRECTORS

CHAIR
Mr. Michael Sprauve

MEMBERS

Mr. Julius Agbonbhase

Dr. Edwin Haghnazari

Mrs. Hannah John

Mr. Robert Rubino

Ms. Vera Shantz

Mr. Jeff Watson

VCS BOARD CHAPLAIN
Dr. Ed Silvoso

VCS PRESIDENT
Mr. Brian Clemons

VCS Senior Vice President/CMO
Pastor Steve Dang

VCS Chancellor
Dr. Clifford E. Daugherty

VCS COO
Mr. Mark Bieber

VCS CLO
Mr. John Cooley

VCS VP/DIRECTOR OF EDUCATION & PERSONNEL SERVICES
Mr. Jerry Merza

VCS CFO
Mr. Ken Shilling

ACSI Doctrinal Statement Adopted by VCS

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16; II Peter 1:21).

2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9) His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and his personal return in power and glory (Acts 1:11; Revelation 19:11).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).

5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).

7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).

Why Valley Christian Schools?
A Statement of Philosophy

MISSION STATEMENT:

Valley Christian Schools' mission is to provide a nurturing environment offering quality education supported by a strong foundation of 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. To provide a good method of assessing how VCS is doing in achieving its mission statement, the Expected School-Wide Learning Results (ESLRs) were implemented.

EDUCATIONAL PURPOSE:
As a nurturing Christian School, VCS seeks to admit students of parents who will support the school's Mission and Educational Philosophy. VCS instructs students under the delegated authority of their parents in harmony with their various local congregations.

VISION STATEMENT:
A world where every student pursues their personal *Quest for Excellence*™.

FOUNDING STATEMENT:
Valley Christian Schools supports the homes 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 teaching of Jesus Christ. Valley Christian Schools is committed to a *Quest for Excellence* in all of its educational programs, and provides a comprehensive kindergarten through twelfth-grade curriculum with a rigorous college preparatory program. Firmly founded on Christian values, Valley Christian Schools challenges youth to aspire toward lives of character, service, and influence while pursuing their individual *Quests for Excellence*.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)
VCS students will:

1) Discover and develop their unique God-give talents to, as Jesus taught, "Love the Lord your God with all your heart, with all your soul, and with all your mind" and "your neighbor as yourself" through their personal *Quests for Excellence*.
2) Develop extraordinary success involving Academic Achievement, Artistic Beauty and Athletic Distinction to serve God, their families, their communities and the world.

ESLR ASSESSMENT
Students achieve the ESLRs by meeting or exceeding VCS' curriculum standards in their individual courses. Instructors assess the success of student achievement of the ESLRs by comparing student progress to the agreed upon curriculum benchmarks for each course of study in every grade level. The faculty develops annual action plans for continuously improved instruction and learning. The assessment results are reported to the Director of Curriculum, principals and the VCS Board of Directors.

VCS teachers serve as gatekeepers to ensure that VCS's curriculum and instruction are consistent with a Christian worldview. All instruction and learning—including academic, artistic, athletic and social activities—incorporate a Christian worldview, as found in the Bible and reflected in the life and teaching of Jesus Christ.

Teachers foster positive relationships with students as loving Christian role models. They challenge and inspire students to adopt the Quest for Excellence as a lifelong journey to become like Jesus as the highest standard and to do everything "heartily as to the Lord", (Colossians 3:23).

COMPREHENSIVE OFFERINGS:
The school's offerings are comprehensive in that students of varying ability levels receive rigorous academic training and a wide range of exceptional extracurricular and athletic opportunities.

Christian Philosophy of Education

Academic excellence at Valley Christian Schools finds its roots in the mainstream of Christian history. Teachers challenge students to think deeply about complex contemporary and ageless matters. Students probe the nature of truth and its application to daily living. They sharpen each other as they question, debate and challenge ideas, concepts and theories.
Quality education at Valley Christian Schools means accepting learners: mentally, spiritually, physically and academically as they have been created. It means teaching students at their individual level of understanding and providing instruction at a pace at which they can succeed to their highest potential. Valley Christian Schools exists to assist parents in fulfilling this God-given responsibility to properly train and formally educate their children (Ephesians 6:4).
As a "nurturing" Christian school, VCS seeks to admit students of parents who will support the school's Mission and educational philosophy. VCS instructs students under the delegated authority of their parents in harmony with their various local congregations.
To read the entire VCS Christian Philosophy of Education, visit the VCS website.

5 Core Educational Values

1. Parents are the primary educators of their children under God.
2. All students are uniquely gifted with God-given talents to achieve their God intended purposes.
3. Teachers develop relationships to guide learners as loving Christian role models.
4. School leaders innovate programs for students to discover their unique God-given purposes.
5. Comprehensive programs challenge all students to develop their God-given talents to achieve their unique purposes.

Parent Support as a Condition of Admissions and Continued Enrollment

Parents and Guardians agree to support the mission, philosophy, and beliefs as described in the *Philosophy of Christian Education* publication of the school as a condition of admission and continued enrollment. They further agree that their students may give the Christian faith as reflected in the Bible and the life and teachings of Jesus Christ fair consideration and that they will support any decisions of their students to be Christian should they choose to live the Christian faith. Accordingly, high school graduation requirements include four years of Bible courses and regular chapel attendance for all students.

Enrollment is conditioned upon parental/guardian and student compliance with all current or future policies, rules and regulations of VCS as stated in the Enrollment Contract:

> "We understand and agree that enrollment is conditioned upon parental/guardian compliance with all policies, rules and regulations of VCS, including the requirement in the Student Handbook and/or Parent Handbook that the Statement of Agreement be signed and returned. The Student/Parent Handbook is available for examination upon request in the school office and on the VCS website (www.vcs.net). We further understand and agree that compliance with all current and future policies, rules and regulations of VCS is a condition of continued enrollment. Students are subject to dismissal from VCS for student or parental violation of any current or future policies, rules or regulations of VCS."

While VCS desires that all parents/guardians reflect the same Christ-like life, as interpreted by the school's biblical beliefs, VCS realizes that there are circumstances where this may not be the case. Parents and guardians however must agree to support the mission, philosophy, beliefs and policies of VCS as a condition of admission and continued enrollment. In fulfilling its mission, philosophy, and beliefs, VCS cannot be viewed as condoning or promoting an attitude, conduct, morality or lifestyle, contrary to those taught by VCS. Consequently, in order to fulfill its mission, philosophy, and beliefs in cases where parents/guardians are attending VCS sponsored or related events or activities and/or on school property, VCS reserves the right to require parents/guardians to refrain from conduct, actions or activities that would reflect an attitude, conduct, morality or lifestyle contrary to VCS policies or Judeo-Christian values, as reflected in the Bible and the life and teachings of Jesus Christ and taught by VCS. VCS may, in its sole discretion, restrict parents'/guardian's participation in an event, activity or access on or to school property or inform the parents/guardians of the expectations, criteria and/or circumstances that would be required to permit participation and/or attendance.

School Calendar

To view the elementary school calendar of events for the 2026-2027 school year, visit the VCS website.

Valley Christian Elementary Employees 2026-2027

Visit the VCS elementary website to view Faculty and Staff bios.

Lost and Found

Please LABEL all jackets, sweaters, raincoats, purses, lunch pails, etc. Lost articles will be placed on the lost and found cart where children may claim lost articles. At the end of every month lost articles not claimed will be given to a charitable organization.

School Rules

BEFORE SCHOOL:

1. Students should line up on the blacktop.
2. Respect and obey the teacher and aides on duty.

OUT OF BOUNDS:

1. All planters or planted areas.
2. Any non-fenced area.
3. Classrooms when class is not in session.
4. Office without a pass.
5. Chapel/classrooms without an adult.
6. Outside of classrooms or in hallways while waiting for music classes.

LUNCH TABLES:

1. Remain at the same table in the same spot throughout the lunch period.
2. Remain at the table until the duty teacher excuses you.
3. Do not throw paper or food during eating time.

4. Do not trade food or share food (due to allergies).
5. Place all trash in the garbage can when dismissed.

BATHROOMS:
1. Use the bathroom for its designated purpose. Do not play, scream, eat, loiter, or hide.
2. Throw all paper towels in the trashcan – do not waste.

AFTER SCHOOL:
1. Students go **directly** to the chapel with their classroom teacher to wait to be picked up by a parent or extended care.
2. If you do not come through the pick-up line or have a carpool, you **must** check your child out with his or her teacher in the chapel. Your child **cannot** remain unattended at the back gate.
3. Wait for a teacher to escort or excuse your child to your car. **Please stay in your car.**
4. All students must be picked up by 3:20pm unless they are pre-registered in extended care.
5. No students should be on the playground area during pick up time.
6. Students on basketball courts must be accompanied by their parent or their carpool parent.
7. Please do not play in the outside entryway to the church.

REMEMBER AT ALL TIMES:
1. Walk on sidewalks.
2. Be safe and do not run.
3. Do not run through games.
4. Do not enter the parking lot without an adult.
5. If you cannot see a duty teacher, you are out of bounds.

Playground Rules

(First infraction: Reminder and counsel. Second infraction: Benched for remainder of recess. Continual disobedience of these rules may result in a disciplinary referral).

- Equipment is to be used for its designed purpose, and in a safe manner.
- Children are to stay inside boundaries at all times unless given permission to go outside them.
- Bathrooms are to be used as bathrooms, not a place to hide or play.
- Balls are to be kicked only out in the field. Games such as football, kickball and soccer should always be played on the grass.
- Tag games are to be played on the grass, and no clothing is to be pulled on during the game. One-hand tagging only, and no tackling or rough play. Tag games may never be played on or around the play structure. No cartwheels are allowed.
- Toys from home (example, stuffed animals, toy cars, stickers, magazines and cards of any kind) are not allowed at school (with the exception of balls, jump ropes and such items). After a warning is given, if a student continues to bring toys, the toys will be taken away and given to the teacher. A ball brought from home must have the student's first and last name on it. If misused, it may be taken away for a period of time (up to 1 week). Class work sent out by teachers is allowed.
- Students are to be **sitting down** at designated areas while eating **and remain seated during lunchtime.** They are not allowed to actively play while eating. All trash must be cleaned up before being dismissed to play.
- **All visitors must register in the office and wear a name tag.** This is for everyone's security.

- Students are not allowed back into the classroom once they are dismissed to the playground unless prior arrangements have been made.
- Students may not leave the playground or lunch area with a parent without confirmation from the office that they have been signed out.
- Students may not climb on fences or backstops or play with any part of the backstops at any time.
- Students may not climb on light poles.
- Students may not do anything to harm the trees and plants around the playground.
- The scooters, wagons, and bikes are for kindergarten and 1st grade use only. They will generally only be used before school.
- There is no ball wall. Balls may not be hit or kicked against the buildings.
- The shade structure is not play equipment. Balls should not be thrown onto it at any time.
- Games are open to anyone. **No "locking or closing" of games. Be inclusive and friendly.**

Lunch

- One group of children will eat while another group plays.
- While eating, students are to remain seated at all times. If they need to use restrooms or get a drink, they must get permission from an aide first.
- Students may throw away trash after they have been given permission to get up.
- When it is time for play, students are to clean up, then wait at their table to be dismissed by an adult. When they are dismissed, they are free to play.

Play Structure

- All equipment is to be used for its designed purpose only, and in a safe manner.
- When using slides, students must go down feet first, sitting, and one at a time. They must not climb up the slides or on the outside of them.
- The monkey bars are for swinging by the hands. No one is to be on top of them. No more than 2 students may be on the bars at any time. Students must travel in the same direction, or wait until the bars are empty to go the opposite way.
- No jumping from platforms. Use slides, poles or stairs to come down.
- No chasing is allowed in the playground area.
- Do not climb or stand on the railings.

Spinneround Rules

- Students may not use the device, under any circumstances, without an adult supervising.
- Kindergarten students may ride with their teacher only (at their discretion, for special occasions).
- Kinder, 1st, and 2nd graders MUST sit on the lower ring only (3rd-5th can sit on either the upper or lower ring.)
- Up to 12 students may ride at a time.
- Students must wait in line on the curb and can only get on the Spinneround when invited by an aide.

Clothing

- Too many layers while running around will make you overheat.
- Sweatshirts with hoods should have no strings.
- Shoes should be tied at all times, so they do not get caught on something or get stepped on.
- Necklaces should not be worn during recess as they may get caught in hair or on the play structure and cause damage to the neck or the jewelry.

- Hoop earrings are never appropriate at the elementary level due to the damage they may cause if pulled or caught on something (see dress code on page 19).

Four Square Rules (tournament rules)

- The object of four square is to hit the ball into another player's square. A player who cannot do this is out.
- Soft serves only. The receiving player may ask for a new serve.
- No stopping the ball during play. This is holding.
- Only one bounce in each square.
- If the ball hits any line, the person who hit it is out.
- The first person in line is the judge. Arguing with the judge is not allowed. If the judge calls a child out, they must leave. If there is a problem with judging, the child may get help from an adult on duty, but only after exiting the game.
- When a student is out, the first person in line enters the game at square number 4, is the new server, and all other players move up.
- **New rules made up by students are not allowed.**

Probation Policies

Academic Probation (4th & 5th Grade Only)

In an effort to effectively help 4th and 5th grade students having academic difficulty and to help strengthen their academic standing, the following academic probation policy has been established.

The academic standing will be computed using a grade point average (GPA) which takes into consideration all of the student's letter grades. For each letter grade, points will be given as follows:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

Academic probation will take effect when one or more of the following criteria have been reached at the end of the grading period:

1. A grade point average that is below 2.0
2. Three grades of "D"
3. A grade of "F" in one or more subjects

Students in our Student Support Services program will be considered separately.

Being placed on academic probation may result in any or all of the following actions:

1. The parents are notified by mail.
2. Meetings may be held with students, teachers, parents, and administration to determine what help is needed.
3. Special academic progress reports will be sent home periodically. The school will keep a copy.

Academic probation shall last for one grading period. A student will be removed from academic probation upon receiving a GPA above 2.0 or by improving their grades. At the end of the probationary period, the parents will be notified in writing concerning the student's removal from probationary status.

Parents are free to provide input or to request a conference at any time during the process.

If the student fails to achieve a GPA of at least 2.0, the staff will consider as to whether the student should be on "extended" probation for the next quarter, or should be asked to withdraw from VCS. That decision will be based on student effort, parental involvement, and other factors. Fifth grade students need to be aware that if they are on academic probation, they may be required to interview for acceptance into Valley Christian School's sixth grade program.

Citizenship Probation:
A student will be placed on citizenship probation when his/her behavior consistently disrupts the learning environment or continual misconduct is evident on the playground. This will be determined by agreement of the classroom teacher and school administration.

When a student is placed on citizenship probation, his/her behavior will be closely monitored. If significant improvement, as determined by the classroom teacher and school administration, is not achieved, the student may be asked to withdraw from Valley Christian Schools.

A sample copy of the Probation form is included on the next page.

Notification of Academic Status*

To the parents of _____

Because we care about the academic success of your student, we are notifying you that your student has been placed on academic probation beginning _____. This will allow us to discuss appropriate interventions and monitor progress closely, expecting that significant improvement will be made. A copy of the school's probation policy is attached for your review.

Subject(s) with grade lower than C-
_____ Work Habits
_____ Bible
_____ Reading
_____ Language
_____ Spelling
_____ Math
_____ Science
_____ Social Studies

Possible causes
_____ Missing or incomplete assignments
_____ Low test scores
_____ Student lacking important organizational skills
_____ Not actively engaged in learning during class instruction and discussion
_____ Uncooperative or resistant attitude
_____ Student working conscientiously, but nevertheless lacks basic skills
_____ Excessive absences or tardies
_____ Other_____

Recommended interventions
_____ Differentiated assignment and/or assessment
_____ Priority seating assigned
_____ Student Planner signed daily
_____ Courtesy check Thursday for missing work
_____ Classroom observation
_____ Tutoring
_____ Barton Reading or Discovery Center
_____ Confer with teacher every 3 weeks
_____ Other _____

We commit ourselves to work together to see academic growth and a successful school grade year!

Date _____

Principal _____

Teacher _____

Parent _____

Student _____

**Teachers may use this form throughout the year.*

Discipline

One of the most important matters in the life of a student is training or discipline. Discipline is much more than control or punishment. From the common root comes our word DISCIPLE. Therefore, we must consider discipline a learning experience.

We must also consider God's pattern of discipline for His children recorded in the book of Hebrews 12:5-11. Valley Christian School desires to train each student according to these Biblical principles.

1. Each student should take the act of discipline as a very serious matter.
2. Discipline is administered with loving authority.
3. Discipline develops in us the qualities of Christ-likeness.
4. "Discipline for the moment is not joyful! However, to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness." Hebrews 12:11

Most of our children are looking for guidance and direction. Children actually expect to be disciplined, and are much happier in an environment of consistency that has reasonable guidelines. They are learning that actions have consequences. Teachers and parents realize that good procedures of discipline are an essential part of a teacher's job responsibility. The teacher is always in authority, and that authority must be respected at all times.

Teachers have the responsibility to discipline the students when necessary. When parents are interacting with students on campus or at school events**, please do not discipline/or correct behavior of a child other than your own. Let faculty and staff handle these scenarios**. The principal is the ultimate authority at the school. A simple referral system is used to notify parents of student infractions. It is our desire to notify parents of all disciplinary actions. Citizenship probation is an option if the above steps are unsuccessful.

The signing of the student application form pledges your cooperation in discipline as follows:

"We hereby invest authority in the school to discipline our child as needed. We further agree that we will cooperate and discipline our child in the home as needed."

"Discipline your son, and he will give you peace; he will bring delight to your soul." (Proverbs 29:17 NIV)

Of course, we do not use any kind of corporal punishment. The discipline situation is handled in love and given whatever time it takes to handle the matter lovingly and thoroughly.
School employees often use "Love and Logic" principles and give guidance using "Young Peacemakers."

Required Withdrawal from Valley Christian Schools

Attendance at Valley Christian Schools is a privilege. Failure of the student or parents to comply with all current and future policies, rules and regulations of Valley Christian Schools is grounds for Valley Christian Schools to expel the student(s). Valley Christian Schools reserves the right to expel any student for violation of any current or future policy, rule, or regulation by the student or parent(s) or if Valley Christian determines that either the student or parent are not in agreement with the Statement of Philosophy or Educational Purpose.

Policy on Referral System

The purpose of the referral system is to set the standard of proper behavior, notify students who cross over into the area of improper behavior, and to provide a follow-up when a student shows a pattern of inappropriate behavior.

Any VCS staff person may give referrals when they are alerted to behavior that is arrogant, hurtful, willful, spiteful, injurious to others, or when a school rule is broken. If an infraction is not too serious, or if it is felt that the child does not understand the offense, an effort will be made to give a verbal warning for the first infraction.

The staff person involved will fill out the "referral slip" in duplicate and send it to the office. The white original copy is sent home to be signed by the parent and returned. The yellow copy is sent to the child's teacher for information and follow-up.

When a student is given referrals, the following action will be taken:
First Referral…...Warning and counsel
Second Referral...Removal of privileges or work assignment
Third Referral…..Detention one hour after school
Fourth Referral....Suspension as determined, (1-10 days)
Fifth Referral…...VCS Probation

Exceptions to the above order, time period and actions:
Profanity and Profane Behavior/Physical Harm (includes any words, behaviors or gestures that are obscene, gross, vulgar, blasphemous, physically harmful or offensive to morality**). Please note that we will not tolerate any comments or actions that could be perceived as sexual harassment or bullying.**

First Referral…....Grade-appropriate essay assigned.*
Second Referral....Suspension
Third Referral…...Possible expulsion

All referrals will remain on the student's record for the entire school year. Referrals received will influence a student's citizenship grade. Please contact the school office if you have any questions.

A student may be put on citizenship probation for the next trimester or academic year if there have been several referrals in one school year.

*Essay to cover Christian values and how they relate to the offense, self-examination, and commitment to change.

Randomized Searches
All school-owned equipment – desks, computers, etc. – are subject to random or individualized searches at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or backpack for school personnel. If a student refuses to allow this search or empty his or her pockets, the parents will be contacted. If refusal still occurs, the student may be asked to withdraw from Valley Christian Schools.

Parent Contacts

We make every effort to return phone calls the same day we receive them. Sometimes, in the rush of the academic schedule, a phone call or an email to a teacher/staff member from a parent may go unnoticed. If someone does not respond by email or telephone to your message or inquiry within a 24-hour business day or a lack of respect is perceived from any of us at Valley, please contact your principal's office for assistance. Your communication is important to all of us at VCS.

Internet Usage

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child may also be able to communicate with people from throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st Century.

The Valley Christian Schools Acceptable Use Policy restricts access to material that is inappropriate in the school environment. It is possible that your child may find material on the Internet that you would consider objectionable. To help avoid this we have installed an Internet blocking program to limit access to inappropriate material. However, the software is not entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

Please read, Valley Christian Schools Acceptable Use Policy (Appendix to this Parent Handbook) to allow your child use of the Internet while at school.

Warriorlife Accounts

Upon enrolling into Valley Christian Schools, all students are issued a Warriorlife account (Google for Education account). Beginning in fourth grade, students use their Warriorlife accounts to create documents, and to email their teachers and other students regarding schoolwork. The student email accounts only work with other Warriorlife users in our network and Valley Christian employee email accounts (@vcs.net). All activity within the Warriorlife accounts is intended solely for educational purposes.

School Community Contact Information

Class contact information may be used for important communication with teachers and members of the class. Please keep communication through such contact lists to school matters only. Contact information should not be shared outside of the school community.

Media Guidelines

Films depicting immoral sexual relationships or profanity of any kind are not permitted. As a rule, if sin is depicted it should not be explicit, and the terrible consequences of sin should also be shown. Some multimedia content may be edited if inappropriate. Teachers are required to preview all such materials.

Dress Code

Valley Christian Schools bases its dress code upon two criteria: Biblical standards (I Timothy 2:9, Romans 12:1) and the desire for a neat, clean appearance. Dress should be distinctly masculine or feminine and students are not permitted to dress like the opposite sex (Deuteronomy 22:5).

The purpose of Valley Christian Schools' dress code is to promote Christian unity among students and to avoid a segmented student body based on distinctive cultural or religious attire. This purpose disallows attire representing images, messages or traditions that are out of alignment with Christian faith.

Exceptions are not granted for religious or cultural reasons. Students should dress in a manner that does not detract from the success of Valley Christian Schools' mission statement.

STANDARDS FOR ALL STUDENTS

- Students should maintain a modest appearance, including clothing with a moderately loose fit. Baggy or unkempt-clothing or appearance is not permitted.
- Students are to wear closed toe shoes at all times. Crocs, flip flops, and casual shoes without heel straps are not permitted. Tennis shoes should be worn on P.E. days.
- Hair is to be clean and groomed, and cannot interfere with a student's ability to see or be seen. Extreme hairstyles, such as mohawks, are not permitted. Temporary or permanent hair dyes of any color are not permitted.
- Activewear/athletic wear is not permitted. This includes sweatpants (only official VCS sweatpants are permitted), joggers, warm-ups, basketball shorts, athletic shorts, and jerseys.
- Garments must be free of words and graphics. Examples include Disney characters, peace signs, clothing with statements, etc. Garments with all-over patterns or stripes are acceptable.
- Small logos are permitted, if they are no larger than one square inch in size.
- Garments may not be faded, patched, have holes, or frayed edges/hems.
- Appropriate outerwear is permitted, including zip-up and pullover sweatshirts. Valley Christian Warrior Wear sweatshirts and t-shirts are always acceptable.
- Backpacks, lunchboxes and shoes may display characters.

DRESS CODE FOR GIRLS

- Dresses, skirts, capris/pants (jeans and leggings included), blouses, sweaters, and T-shirts are standard school wear. Skirts/dresses must be modest and hem length must be no shorter than 3" above the knee. Shorts are to be worn under dresses/skirts for play on the equipment. Absolutely no midriff showing at any time.
- Shorts are permitted and hem length must be no shorter than 3 inches above the knee. Board shorts, basketball shorts, sport/athletic/sweat shorts, and bike shorts are not permitted.
- Due to a safety concern, dangling or hoop-earrings are not permitted. If your daughter is wearing post-style earrings, please be sure she can tend to her earrings on her own.
- Shirt and dress shoulder straps must be at least 2" in width. Backless attire, crop tops, and halter-type garments are not permitted.
- School uniforms may be worn at any time. Navy blue or khaki uniform shorts, skorts/skirts or long pants with solid white, red or blue polo shirts may be worn any time during the school year.
- Shoes with heels, or wedged heels, are not permitted.
- Make-up and artificial nails are not permitted.

DRESS CODE FOR BOYS

- Shirts with collars or buttons down the front, and solid colored or patterned T-shirts are appropriate. Undershirts, or shirts displaying slogans of any kind, are not permitted.
- Jeans, slacks, and shorts (solid colors and plaid only) are acceptable. Shorts must be no more than 3 inches from the middle of the knee. No board shorts, basketball shorts, sport shorts, or bike shorts allowed.
- 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. Designs should not be cut into the sides or into the back of the hair (no tails or mohawks).
- Hats with bills may be worn outdoors only with the bill facing forward.
- Earrings are not permitted.
- School uniforms, including navy blue or khaki shorts with a plain solid white, red, or blue polo shirt or appropriate button-down shirt, may be worn at any time during the school year.

Dress Code Enforcement: The dress code will be enforced during special events including Jog-a-Thon, Spirit Week, Jersey Day, etc. VCS reserves the right to make the final decision regarding student dress. Students may be withheld from class when not in proper dress and the missed class time is not excused. Parental dress review and support before a student leaves for school are important aspects of meeting dress code standards. A student's first dress code violation will result in a written warning. It may also be necessary to call a parent and have him/her bring appropriate clothing for the student while the student waits in the office. Repeated

violations of the dress code in a school year may result in a referral. Students whose attire does not meet standards at a school function may be asked to leave.

Parent Teacher Prayer Fellowship (PTPF)

Purpose of the PTPF: The PTPF is made up of our VCS parents, teachers and the administration of the school. Its purpose is to give an opportunity to serve in activities pertaining to the school, and to provide information to the parents concerning the progress and needs of the school. It serves as an opportunity for fellowship between parents and faculty members, enabling them to become personally acquainted and to share and pray together for our school.

Goals of PTPF:

1. To provide assistance and encouragement to the faculty and administration as they unite with parents in our mutual purpose of educating the complete student - spiritually, academically, physically and socially.
2. To establish rapport between the parents, teachers and students.
3. To be available to assist the school wherever a need exists.

It is the desire of the PTPF Executive Committee to provide opportunities for parents to become actively involved in the projects and activities this year. Resource forms are available for you to indicate your interests, abilities and availability. For further information about how to become active in the PTPF, please call the office.

How Parents Can Help

1. Pray for your child and his/her teacher daily.
2. Attend a Bible-teaching church regularly with your child(ren).
3. Attend parent-teacher conferences. We encourage both parents to attend.
4. Support school discipline of your child.
5. Register any complaints directly with the teacher. If concerns continue to exist, please contact the administration. **Do not** discuss problems with other parents.
6. Support your child by checking daily to see if there are any homework assignments or communications from school.
7. Read all school communications carefully. Be prompt in returning those requiring a response.
8. Encourage your child to work independently and to take responsibility for his/her own work.
9. Provide an adequate study center for your child. A well-lit desk away from TV and radio is best.
10. Sign in and out of the office when you are on campus, before going to the classroom.

Parent Volunteers

All parents are asked to give eight hours of volunteer service to the school sometime during the year as part of our QUEST program. Teachers have suggestions as to how you can help. Following are some simple guidelines for all parent volunteers.

1. Parent volunteers are appreciated and considered to be paraprofessionals on campus, therefore school dress codes and professional confidentiality of school matters will be followed. Avoid making calls on a cell phone while in the classroom setting.
2. Parent volunteers should check with the assigned teacher or principal for specific duties and responsibilities, and **must** sign in and out of the office.

3. To maintain the proper classroom and office atmosphere, other arrangements should be made for non-school age children during your volunteer hours. We cannot permit them in the classrooms nor on fieldtrips.

The role of parent volunteers is crucial to our program, and our desire is to use the serving gifts of parents to enrich the school life of our children.

THE ROLE OF PARENT VOLUNTEERS IN THE CLASSROOM:
As primary educators, parents make valuable contributions to your child's classroom experience. In many classrooms, teachers request parent involvement such as working with the children in small groups, providing help to individual students, preparing materials for student activities, or attending field trips. All involvement is at the discretion of the teacher and should support the teacher in a manner that provides help in the guidance of instructional practices in the classroom.

Parents should not take initiative to interact with students, including your own child, during classroom instruction, as this interrupts the learning environment. If you need to speak with your child during class time, please make arrangements through the office to have the child pulled out of the classroom to avoid instructional disruption.

It is the teacher's responsibility to manage guests in the classroom to ensure the classroom environment remains positive. Each teacher has the responsibility for directing and authorizing all activities in their classroom, including all disciplinary actions. Teachers are asked to be very specific about the role of the parent during each class session to maximize the efficiency in the classroom. Please do not take it personally if a teacher's request changes during the classroom visit.

At times, parents are present during recess, lunchtime, classroom outdoor activities or field trips. As in the classroom, teachers and school personnel are responsible for these activities. Should you have a question or concern regarding an activity, please bring it immediately to the attention of the staff member present. It is important not to interact with the students without staff permission**.**

Parents may make arrangements through the school office to observe in the classrooms. Please be sure to check in at the office and receive a name tag that is to be worn during the entire time you are on campus.

Parents should respect the Christian values and conduct standards of the school while participating in the classroom.

Conferences and Report Cards

At the end of each grading period, the report cards will be available on PowerSchool for parents to view and print. In addition, at the end of the school year, a hard copy of the report card and MAP test scores will be mailed home. Conferences will be held near the end of the first trimester. If you are unable to make the assigned dates, rescheduling will be at the discretion of the teacher.

GRADES:
Grades at VCS are designed to report to parents a student's academic and social progress. The school policy is that grades be awarded on a percentage basis as follows:

A = 100 - 90%
B = 89 - 80%
C = 79 - 70%
D = 69 - 60%
F = 59% and below
This system reflects the quality of work turned in, rather than just natural ability.

Parents are encouraged to inform themselves about their student's progress by reviewing graded work as it comes home, knowing what reasonable grade level expectations are, and checking with the teacher if any problem is suspected.

Poor work notices for grades of "C-" or below are mailed home mid-way through each trimester, and are a warning sign that improvement is needed. This is an important communication tool between our teachers and parents.

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

Parents of currently enrolled or former students have an absolute right to access any and all pupil records, relating to their 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.

Originals of all files and records remain the property of Valley Christian Schools. Valley Christian Schools upon written request of a parent will make copies of files if all financial obligations are current. Parents shall be required to reimburse Valley Christian Schools for the cost of copying student records requested by the parent. Parents who wish to view their student's records will need to make an appointment and allow up to five days to view the file with school personnel.

POWERSCHOOL (GRADES K-5):
Valley Christian Schools uses PowerSchool for grading purposes. For all 4th and 5th grade families, grades can be viewed online. You will be issued your individual login information within the first few weeks of school. Check with our registrar for specific guidelines and instructions for accessing online grades. Kindergarten-3rd grade families can access attendance records and historical grades.

STANDARD ACHIEVEMENT TESTS:
NWEA MAP Growth testing will be administered each fall, winter and spring to all 2nd -5th grade students. A criterion-referenced test is given in kindergarten.

CONSCIENTIOUS EFFORT WRITING PROGRAM:
As part of a school-wide emphasis towards writing excellence, teachers will return a child's paper if it is not neat and legible, with correct headings, etc. The paper will be returned to the student to be resubmitted in proper form. (Teachers may make exceptions depending on abilities, etc.)

Specific Criteria for Promotion

I. The Promotion Standard

Students must be able to demonstrate that their academic achievement is at least as high as the grade level to which they are promoted, as determined by nationally normed achievement tests. It should be noted that the average on-grade-level national achievement is lower than the average achievement level of students entering grades 1 - 5 at Valley Christian Schools. The student's attitude and behavior must be acceptable to maintain placement in the school.

In order to be promoted to the next grade level at Valley Christian Elementary School, a student must be able to demonstrate that his/her overall achievement is at the grade level being entered.

II. Academic Criteria

A. To allow for testing variations and what is known as the standard error of measurement, achievement test results for the core subjects must be no more than approximately two months below grade level when averaged together. The objective criterion is the 45th percentile, which is a standard score of no lower than 98.

OR

B. A written note by one of our VCS teachers indicating that the group test results, if lower than the above standard, are not actually reflective of the student's demonstrated abilities for daily class work and that the child should be individually assessed.

IN ADDITION TO:

C. The reading achievement level must be on grade level or no lower than 50 percentile or a standard score of 100.

III. Behavior and Attitude

A. The attitude of the student being promoted to a class at Valley Christian Schools must be one of respect and cooperation with the school's teachers, as well as the student's peers.
B. The behavior of each student promoted to a class at Valley Christian School must be acceptable to the standards of the school. Parents must cooperate with teachers and support the school.
C. Parents must cooperate with teachers and support the school.

IV. Exceptions for Students in the Discovery Center

Students who are experiencing learning difficulties, and as a result do not meet the criteria for admission to their appropriate grade level, may be granted an exception if they meet the promotion standards or Admission Guidelines for Discovery Center students.

Criteria for Honor Roll and Honorable Mention

HONOR ROLL:

1. To qualify for Honor Roll, students must have all A's and B's for the trimester equaling a 3.5 GPA or higher.
2. Grades given in non-academic subjects will be included in the averaging.

HONORABLE MENTION:

1. To qualify for Honorable Mention, students must have a "B" average for the trimester equaling a GPA between 3.0 and 3.49 (no D's or F's).
2. For every "C," there must be an "A" to balance to a "B" average.

EXTENUATING CIRCUMSTANCES:
Sometimes a student is outstanding in all academic areas, but cannot be given an "A" or "B" in a non-academic subject (such as penmanship), which would take him/her off the Honor Roll. If the teacher feels the child deserves to be on the Honor Roll in spite of his/her "C" grade in the non-academic subject (which he/she is trying to improve), the teacher may give the student an "S" and explain to the parents that had he/she been given a letter grade it would have been a "C," thus preventing the student from being on the Honor Roll. Teachers will send the official Honor Roll/Honorable Mention certificates (available in the office) after each grading period. Students also receive a gold star for all A's (and E's in pull-outs).

Student Support Services

Valley Christian Elementary school offers a wide range of services to support students at their individual levels of learning. To view the complete list of services, click here.

STUDENTS WITH SPECIAL NEEDS:
The school provides accommodations to students with special needs. These accommodations come as a result of educational testing by an outside source (copies are provided by parents to the school and remain locked in the office in a confidential file). Upon completion of educational testing, parents, teachers, and administration meet to determine what support the school can provide. The results of the meeting are compiled on a student support form. The Student Support Form follows the child as he/she progresses from teacher to teacher. It also follows them to the Junior High.

The Student Support Office is also a wealth of information in this area.

They offer: consolation to parents and teachers, educational screenings, a full range of one-on-one remedial teaching in overall learning, language arts, and math and resources for further research.

DISCOVERY CENTER (NILD):
The goal of the Educational Therapy program at Valley Christian Schools is to enable bright students with learning difficulties to improve academic performance. Parents or teachers may refer a student. There is an additional charge for this service and testing. If a student is referred to the Discovery Center or admitted with the understanding that this help is needed to qualify for admittance to VCS, continuous placement in Discover Center is required to maintain enrollment at VCS. Exceptions will be made if the Discovery Center graduates the student from their program because the extra help is no longer needed. (See Discovery Center brochure for referral procedures, fees, etc.)

General Information

TARDINESS:
A student not present at the commencement of any school exercise is considered tardy. All tardy students must get a tardy pass in the office before going to class. Students who arrive after 8:15/8:35 will need to walk to the office for a late slip. We believe that punctuality is a character trait that God wants us to develop as Christians. It is essential to instill this in children from the very beginning. Consideration of teachers and other students is important. At the end of every trimester, excessive tardiness will be evaluated and a letter will be sent home.

ABSENCES/ILLNESS:
Uninterrupted daily attendance is extremely important to the total development of the child. Therefore, regular, daily, punctual attendance is required. There are four reasons for excused absences. They are (1) illness, (2) bereavement (3) medical/dental appointments (4) planned family activity with advance notice. **Please call the school office before 9:00 a.m.** if your child is going to be absent from school.

If your child has a medical or dental appointment during the school day, please go through the office to have your child released. If at all possible, please make such appointments after school hours. Every student is expected to make up any work missed because of an absence.
If the student needs to be excused from P.E. for any reason, a note is required.

If your child has been ill, please keep him/her home for 24 hours *after* your child is free of a fever (a low-grade fever is 100.0 degrees or higher) or vomiting to ensure his/her complete recovery. Refer to the COVID-19 page on the VCS website for more details related to COVID-19 symptoms.

MEDICATIONS:
If your child requires medication at school, the medicine must be brought to the school office by the parent, clearly marked in its original container, with the child's name, dosage and time to be administered. (This includes prescriptions and over-the-counter medications such as Tylenol, aspirin, cough drops, etc.). Please do not send "Costco" size bottles since the teachers are required to carry the medications on all field trips and we have limited storage. Our school office personnel will administer the medication. **At no time are students to have any form of medication in their possession, not even cough drops.**
Parents must complete a MEDICATION CONSENT FORM (available in the office) for any medication that is to be given to a child. In addition, **if the medication is a prescription, a physician's signature is required.**

We reserve the right to refuse distribution of a medicine or procedure. If at all possible, please limit the medications that you ask the school to administer. For example, if a dose can be given by you before or after school instead of in the office, it would be greatly appreciated.
NO NIT POLICY:
In the event your child becomes infected with head lice, Valley Christian Elementary School enforces a "no nit" policy based on the recommendation from the Santa Clara County Public Health Department. Each case of reported head lice is checked by the office. If several instances of head lice occur on campus within a short period of time, the school may bring in an outside agency to check the entire student body. Students must be checked by the office before returning to school. Listed below are important facts about head lice:

- Head lice are contracted by head-to-head contact with an infected person or through contact with that person's belongings. Please remind your child not to share hats, brushes, combs, barrettes, clothing, etc., with other children.
- Take time to check all members of your family for head lice. Nits (lice eggs) are attached to one side of a hair shaft at an angle. Nits are usually white to light gray in color and do not come off the hair shaft easily. Tip – if it crumbles in your fingers, it is probably not a nit.
- Once laid, it takes 7-10 days for a nit to hatch. There is no way to tell if a nit is dead or alive. All nits must be removed from the hair.
- CDC - Lice provides helpful information on head lice.

HOMEWORK/CHALLENGE SUCCESS:

Daily assignments are usually given so that the child who utilizes his time wisely will be able to complete most of the assignments in school under direct supervision. An exception to this is in the area of math. Specific math assignments will be given up to three nights a week. The student who wastes time or has difficulty in basic skills may have homework. Assignments and projects often require homework and parental assistance. In addition, there is a daily reading requirement.

In the event of an absence, you may call the office to request homework. Please contact the office and your child's teacher **before 10:00 a.m**. if you are planning to pick up the work after school the same day. If you are planning to pick up the homework from the teacher, please make arrangements, and pick the work up either before or after school. By all means, class work gathered by the teacher specifically for the absent child should be completed and returned to the teacher within the absentee guideline time period. For each day absent, the student is entitled to two days to make up missed class or homework assigned in their absence. After that time, a zero will be entered in the grade book.

VCS Challenge Success Mission: Valley Christian Schools fosters an integrity-centered, positive learning community where the spiritual, emotional, physical, and mental health of all stakeholders is valued in order to create more balanced workloads, raise student engagement, and actively support each other in the pursuit of the Biblical definition of success.

A biblically successful man or woman will:

- Understand they are created in God's image for His purposes (Jeremiah 29:11), (Genesis 1:26)
- Learn to walk in God's plan regardless of external influences (Ephesians 2:10) (Joshua 1:7-9)
- Demonstrate the Fruit of the Spirit through intimacy with Christ (Galatians 5:22-26)

As a Challenge Success school, VCES aims to apply this mission into several areas. In recent years, the Challenge Success initiative has led to significant changes to the homework policy. To learn more about Challenge Success you can visit their website at http://www.challengesuccess.org/.

HOMEWORK POLICY:

Homework will be given as follows:

1. Studying for quizzes or tests
2. Completion of long-term projects, reports, etc. (as needed)
3. Outside reading
4. Specific math assignments and/or online practice to reinforce math skills (as needed)

Recognizing the importance of time spent in family, church, and community or sports activities, we feel that homework should not consume all after school time. It is extremely important that you notify your child's teacher if, in general, **nightly** homework periods exceed the limits listed below. **(This does not include make up work due to class time missed to participate in orchestra or hand chimes.)** The teacher needs to know this information and will work with you to reduce the assignments. In light of the Challenge Success initiative, we aim to give limited homework. Nightly homework should fall closer to 0 minutes than to the not to exceed times listed below.

K-3rd Grade: 0-45 minutes
4th-5th Grade: 0-60 minutes

RELEASE OF CHILDREN DURING SCHOOL HOURS:

Under no circumstances should a child leave the campus during the school day without proper

permission. When it is necessary to pick up your child during the school day, please go through the office to sign out your child. Do not go directly to the classroom. The office staff will make arrangements and release your child from class. Please use the same procedure when taking your child off campus for lunch. In case of an emergency, we must be able to account for every child at all times. A child will not be released to anyone except those listed on the emergency card or those designated by the parent through our school office.

VISITORS ON CAMPUS:
Please help ensure a safe campus by checking in at the office while on campus. ALL visitors, including parents, must sign in on the guest sheet in the office and pick up a visitor sticker.

KINDERGARTEN:
Parents should send a morning snack with their kindergarten students each day. Full-day kindergarten students should plan to bring a lunch each day or purchase hot lunch in addition to their snack.

LIBRARY:
The library will be open weekly during the school year. Valley Christian Elementary School is interested in making respected literature available to the children, as well as exposing them to a great variety of authors and subject areas.
We have a wide selection of reading material in both fiction and non-fiction areas.
Your child should have a public library card of his/her own, since there will be times when additional resource materials will be needed.
We appreciate parents supervising the care of books brought home, as well as encouraging the reading and returning of books on time.

1. Books are checked out for two weeks at a time.
2. Books may be renewed for one additional two-week period.
3. Fines will be assessed for overdue books. Children will be notified at school when their books are overdue. Fines may be paid to the librarian. Library privileges may be withheld if students do not comply with the rules of the library. Outstanding fines at the conclusion of a grading period will be cause for withholding of a report card until the fine is paid.
4. If books are damaged or lost, the borrower must pay a replacement cost.

Parents interested in helping to maintain the school library may volunteer through the school office. If you have books available or wish to contribute to the purchase of books, please contact the librarian or school office.

FIELD TRIPS:
All classes may take multiple field trips each year. There will be additional costs for these trips to cover transportation and entrance fees. Parents will be billed a one-time fee at the start of each school year, and registration will occur online before each trip. Transportation for students will be by bus. Parents may ride the bus if there is room. Please do not bring non-school aged siblings on field trips.

SCHOOL HOURS:
The school day will be from 8:15am - 3:00pm for students in 2nd-5th grade, from 8:35am - 3:00pm for kindergarten and 1st grade. School ends at 2:00pm on Fridays, for all students.

AFTER SCHOOL STUDENT ENRICHMENT:
Student Enrichment activities are available to all VCES students for an additional fee. The Student

Enrichment Supervisor will publish a calendar of the activities being offered each trimester so that you are able to discuss these activities with your child and choose the ones your child will attend.

EXTENDED CARE:
Morning Extended Care begins at 7:00am and Afternoon Extended Care begins at 3:00 p.m. for pre-registered students only.

Afternoon Activities*:* Afternoon activities include the following:

Homework Time:
We allow time daily for students (grades 2-5) to work on their homework. During this time, students work quietly on their homework and can receive help from any of the Student Enrichment workers that are on duty. Any student that needs extra time to complete their homework is given the opportunity to do so. If a student does not have homework on a given day, there are books available for silent reading during this time, although we strongly encourage each student to have a book with them, so they can work toward their AR goal.

Snack Time:
Students are provided a snack every afternoon around 3:30 p.m. If you would like your child to have a snack earlier than 3:30 p.m., please send an extra snack to school with your child and he/she will be given an opportunity to eat it before the regular 3:30 snack time.

Warm Weather Activities:
As the weather warms up, several different activities are provided. Students are given the opportunity to participate in a variety of outdoor games as well as other special activities offered from time to time.

Rainy Day Activities:
On rainy, incredibly cold, or extremely windy days, the students are kept indoors and provided the opportunity to play board games, group games, watch a video selected by a staff member (from an approved list of videos), or do a prepared craft activity.

Supervision:
We have staff members on the playground with each age group depending on the number of students in each group. We also have an on-site supervisor who is responsible for all Extended Care employees, and oversees the program. She visits each area several times during the afternoon session and is available to speak with parents when necessary.

Extended Care Fees All fees will be billed monthly. Please visit the Parent Portal for more detailed information. In order to avoid a late fee charge, students need to be picked up **by 6:00 p.m**. If you are going to be late, please call the extended care phone at (408) 639-4121. (**Calling will not waive the late fee,** but it will put your child/children at ease knowing you will arrive shortly.) Optional Student Enrichment activities in the Academics, Arts and Athletics are offered throughout the year and will require additional fees.

TELEPHONE:
Students are encouraged **not** to use the office phone for personal business. Good organization at home will help prevent mid-day trips to bring instruments, lunches, etc. Also, please be sure to clearly

communicate pick-up times and places to your child as appropriate. This will help to eliminate confusion on the part of your child and school personnel. Students are not to use cell phones/smart watches at the elementary campus between 7:45 a.m. and 3:30 p.m. If your child has a cell phone/smart watch in their possession, it must remain turned off and in their backpack during school hours. Students need permission to call home during school hours (using a school phone), and may do so at the discretion of the classroom teacher or the office.

INSTRUMENTAL MUSIC:
All 4th and 5th grade students will receive instruction in a musical instrument during the school day.

CHOIR:
All K-3 students participate in music class weekly.

PHYSICAL FITNESS:
All students participate in a physical education program which is designed to progress in difficulty through the grades. We believe our children should be taught to keep their bodies strong and clean. They should learn to play as a group or team, compete joyfully, win happily, and lose graciously.

HOT LUNCH:
In effort to promote the highest level of wellness and nutritional standards, VCES is partnering with an outside food vendor to provide a variety of meals on a daily basis that students will love and that meet the state and national standards for nutrition. Please check the Chimes newsletter for hot lunch details. Students who do not wish to participate in the hot lunch program should bring their lunch to school each day.

PETS ON CAMPUS:
Pets are not allowed on campus at any time.

TRINITY LUTHERAN CHURCH:
Valley Christian Schools leases land from Trinity Lutheran Church to house our educational building as well as to share some common areas. As good tenants, please observe the following guidelines for church facility use:

- All use of the chapel and other church facilities must be approved by the principal.
- When occupying the chapel, remind students that no one is allowed to enter the altar area in the rear of the stage, the pulpit nor lectern.
- Students are to remain off of the organ and piano.
- Check that all student sweaters/jackets and other items are removed.
- Check for any trash that may be left.

Traffic & Parking

ON-CAMPUS VISITOR PARKING:
Visitors to our campus may park in a spot marked "Visitor" only. A parking permit is required for all numbered parking spaces marked "Reserved". Citations will be issued to any vehicle parked in a reserved parking space that does not have the proper permit. In addition, any car parked in a handicap space must have the proper placard displayed. **Parking in the red fire lane is never permitted.**

VCS security officers monitor the lot daily for traffic and parking violations. If there are no visitor parking spaces available, please park on Leigh Avenue, and enter the campus through the side gate. The gate code is available through the office. **If you are coming to campus to either pick up or drop off your child between the hours of 8:35 and 2:00, you may park at the top of the green curb, for that purpose only. Please inform the office that you have done so.**

SCHOOL TRAFFIC INSTRUCTIONS:
Please follow the traffic pattern described below, so we can eliminate "back-ups" on the neighborhood streets and in our parking lot, and to ensure the safety of our students. Please follow all instructions given by security and staff members. Following these instructions will allow for drop-off and pick-up to go as smoothly as possible.

Student Drop-off
Pull your vehicle all the way forward along the green curb before stopping, and allow your children to exit the car using the passenger side. A staff member will be available to assist your child, as needed. DO NOT ALLOW YOUR CHILD TO EXIT YOUR VEHICLE PRIOR TO REACHING THE GREEN CURB.
*Please have your children ready to exit the car as you enter the parking lot. Gathering items after reaching the curb slows the entire line of cars down.

*Please do not get out of your car, and never leave your car unattended along the green curb during the drop-off or pick-up times.
*If you would like to park and walk-in, **you must park in a marked visitor space or along Leigh Avenue.** To learn the code for the Leigh Avenue gate, please contact the office.
*Please DO NOT PARK ALONG THE FENCE BY THE BASKETBALL COURTS. It is a fire lane.

*DO NOT PARK IN HANDICAP SPACES unless you have a handicap permit.

*Please **do not park** in the curved driveway in front of the church. **This is private property.**

Student Pick-Up/After School Dismissal
The parking lot will close in preparation for pick-up at 2:30 (1:30 on Fridays). Please do not enter the parking lot to pick up your child before 2:30 (1:30 on Fridays). The parking lot will open as the bell rings (at 3:00 M-Th or 2:00 F), in order to begin dismissal.

During afternoon pick-up, cars will only be allowed to turn left to enter the driveway to pick up, and exit turning right. It is our goal to make dismissal and student pick-up run as smoothly and efficiently as possible. Please pay close attention to the Security officer on duty, and follow his

instructions for entering and exiting the parking lot. **Please refrain from using your cell phone until after you have picked up your child, as this slows the process.**

Once you enter the driveway, **make sure your visor sign is down, and <u>remains down</u> until you pick up your child.** This will also help to make the process run more smoothly. A staff member will scan your KIDAccount card in the driveway. When you approach the green curb, follow the instructions of the staff on the curb, and **<u>pull your vehicle all the way forward</u>**. Please remain in your vehicle. A staff member will help your child get into your car. If you choose to walk in to pick up your child, please inform the teacher that your child is leaving.

<u>Spiritual Life</u>

<u>ELEMENTARY CHAPEL</u>:
Students participate in chapel on a weekly basis. Each chapel consists of a worship time followed by a teaching. Principal's Awards are presented at the conclusion of each chapel. Parents are welcome to come and observe chapel time. There are seats available in the back for this purpose.

<u>HeartSmart Character Education:</u>
Valley Christian Elementary School remains committed to developing essential conflict resolution skills in its students. The 5 Principles (listed below) are reviewed in chapel every year. Teachers are expected to reinforce the 5 Principles with their students. The HeartSmart High Five:

1. Don't forget to let love in!
2. Too much selfie isn't healthy!
3. Don't hold on to what's wrong.
4. Fake is a mistake!
5. 'No Way Through' isn't true!

<u>PLEDGES:</u>
Pledges are recited at the beginning of every week at the flag poles. Students enjoy the opportunity to start the week with pledges and prayer.

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

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

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

Emergency Procedures

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

NON-EMERGENCY PROCEDURES:
Non-emergency events such as power outages or inclement weather conditions are defined as when students are not at-risk, but the event may disturb the normal bell schedule. In such cases, the principal may cancel and/or adjust classes, but in most cases 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 parents. Please avoid responding to the campus until you have received information from Valley Christian. Valley Christian will contact you via authorized phone, text, and/or email messaging systems, 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 authorized phone messaging system to apprise parents of the nature of the emergency and any decisions regarding school dismissal.

In case of an emergency on campus, such as a fire or earthquake, the teachers will give directions on where to go and what to do. Students are to follow their instructions completely. During the school year, drills will be held to prepare for potential emergencies. If the fire alarm sounds during class, students are to evacuate with that class to the appropriate field.

Please avoid responding to the campus until you have received information from Valley Christian via the authorized messaging systems that 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 determined. Only information received via the authorized messaging systems should be recognized as official. Misinformation is common during events such as this and we want to minimize the spread of any 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 where possible. When school is canceled it is closed to all personnel and no faculty or staff will be in attendance.

TRANSPORTING STUDENTS:
Transportation to sports or other co-curricular events will normally be provided by the school. Valley Christian has a 2:1 ratio policy 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. On occasion, parents will be asked to drive. They should have proper insurance and must fill out the necessary forms to become a school-approved driver for school activities. There may be the rare exception to this policy where, for good cause, parents permit their student, 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 to arrange transportation for after-school activities.

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 website and can be found at this location.

COVID-19 Protocol and Procedures

Visit the VCS website COVID-19 page for the most up-to-date guidelines/plans.

**STATEMENT OF AGREEMENT*

We along with our student(s) listed acknowledge that we have read, discussed and understand the policies and procedures contained in the Enrollment Contract, this Handbook for Parents, and Network Use Policy. We agree to abide by the policies and procedures contained in the Enrollment Contract, this Handbook, and Network Use Policy.

**The VCS Enrollment contract includes the actual signed agreement*

APPENDIX

Valley Christian Schools Technology

Computer Device & Network Access

Acceptable Use Policy: Students

This document contains the Acceptable Use Policy for student use of the Valley Christian Schools' network and computer equipment.

Valley Christian Schools offers computer and Internet access for educational, instructional, and research purposes for all VCS students. Use of any computer, node, or other device or Valley Christian Schools' wireless or wired network, or receipt of one or more authorized Valley Christian Schools' 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 must agree to this AUP in order to be permitted to use Valley Christian Schools' network.

A. Educational Purpose

1. Main Purpose

a. Valley Christian Schools network provides Internet access, established for the primary purpose of education and instruction (i.e. research, class assignments, career development and training). Valley Christian Schools Internet access is provided as an additional tool for purposes of better preparing Valley Christian Schools' students to become educated, effective Christians in the world today. All use of the Valley Christian Schools Network is to be directed with the premise of enhancing classroom instruction, with an eye towards activities that build positive Christian character.

b. Valley Christian Schools network has not been established as a public access service or a public forum. Valley Christian Schools has the right to place reasonable restrictions on the material accessed or posted through the network and on communications taking place on the network.

c. Valley Christian Schools network is not to be used for individual commercial gain. No products or services may be offered, provided, or purchased through Valley Christian Schools' network unless for a legitimate Valley Christian Schools fundraiser, theatre ticket sales or other approved entrepreneurial venture to the benefit of Valley Christian Schools. Unacceptable uses include selling or purchasing personal items online or through the unreasonable use of Internet auction sites such as eBay.com©.

d. Valley Christian Schools' network may not be used for any non-sanctioned political lobby.

e. The computers provided for student use remain the property of Valley Christian Schools. 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.

B. Student Internet Access

1. Responsibilities and Procedures

a. 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 expected 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. 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.

b. 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.

c. Downloading of files from the Internet for academic or career development purposes is acceptable only when attention is given to the following areas:

- Save all files to disk and scan every downloaded file for viruses before opening
- Ensure that you are not breaking any copyright laws by downloading the file(s)
- If unsure, ask a teacher, librarian, or technology staff person for advice

d. 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.

e. Students will be assigned the standard level of permission on the local machine and/or server domain for which there exists a legitimate need.

f. 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.

C. Student Conduct and Expectations

1. Student Behavior and Responsibility

   a. There exist behaviors, conduct, and activities that are not consistent with the VCS code of conduct in general, and some that are specifically banned by VCS and/or 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. While we expect the best of our students, we understand that mistakes are a part of development. The repercussions for these mistakes are commensurate with the seriousness and criminality of the student's actions. 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 signing this agreement, students can affirm the following.

2. Unacceptable, illegal, and Prohibited Uses
   a. 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
   b. I will use appropriate language –remember that you are a representative of the school on the web, a global public communications system
   c. I will not engage in any illegal activities of any kind
   d. I will not use language, phrases, or verbiage that could stir up hatred against any ethnic, religious or other minority group
   e. I will not reveal any personal information (i.e. home address, telephone number) about myself or others on the Internet
   f. 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
   g. I will not trespass into other users' files or folders
   h. I will not compromise another user's social media account
   i. I will not share anyone else's login details (username or passwords
   j. I will ensure that if someone has learned my password, I will change it immediately
   k. I will log off after my network session has finished
   l. 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
   m. I understand that I am not allowed access to unsupervised and/or unauthorized chat rooms and should not attempt to gain access to them
   n. 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
   o. I will not use the network in any way that would disrupt use of the network by others
   p. 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
   q. I will not introduce USB drives or other portable media into the network without having them checked for

viruses

r. 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
s. I will not download and/or install any unapproved software, system utilities or resources from the Internet
t. 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
u. I will not knowingly receive, send or publish material that violates copyright law
v. 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
w. I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails
x. I will not attempt to subvert the web content filter
y. I will not attempt to obfuscate my browser history or activities using an anonymizer or any other means
z. I agree to comply with the acceptable use policy of any other networks that I access

1. Unacceptable, illegal, and Prohibited Uses

a. You will not attempt to gain unauthorized access to the Valley Christian Schools network or to any other computer network using Valley Christian Schools 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).

b. 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).

c. You will not use the Valley Christian Schools 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.

d. 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.

e. Students may bring a personal computer on campus but must not attempt to connect to the Valley Christian Schools local network. Valley Christian Schools 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.

f. Students must not use the Valley Christian Schools network in a way that violates Valley Christian Schools conduct standards, established policies or requirements, which violate Valley Christian Schools’ student code of conduct.

g. As a 1:1 school, Valley Christian Schools 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 jailbroken 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. Ipads must remain enrolled in the school’s MDM throughout the student’s academic career at Valley Christian Schools. 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.

2. Network Security

a. 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.

b. You will immediately notify the Technology Office if you have identified a possible security problem, including someone gaining access to your account.

c. 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.

3. Inappropriate Communication

a. You will not post sensitive personal information that could cause damage, loss of reputation, disruption, or division

b. You will not engage in personal attacks, including prejudicial or discriminatory attacks

c. You will not harass others. Harassment is persistently acting in a manner that the other party perceives as distressing or annoying

d. You will not knowingly or recklessly post false or defamatory information about a person or organization

e. You will not engage in any conduct, which would violate Valley Christian Schools' conduct standards for students

4. Respect for Privacy

a. 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.

b. You will not post private or personal information about another person

5. Respecting Resource Limits

a. 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.

b. 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.

c. Students must take responsibility to back up the most critical data on their personal equipment since IT Staff does not manage student personal equipment

6. Inappropriate Access to Material

a. You will not use the Valley Christian Schools 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 Valley Christian Schools' conduct standards. Exceptions may be allowed for certain, similar activities with regard to previously approved, legitimate research and/or course projects.

b. You may not use Valley Christian Schools network resources to engage in online gaming, "fantasy football," or other distractions that do not constitute educational use of Valley Christian Schools' computer systems and networks

c. 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.

D. Your Rights

1. Search and Seizure

a. All data transmissions and information transmitted via the VCS network is the property of Valley Christian Schools. There is no expectation of privacy in the contents of computer files on the Valley Christian Schools Network or to information received or transmitted over Valley Christian Schools' network. Should the situation arise which warrants a search of your device, Valley Christian Schools 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 Valley Christian Schools conduct standards, or other Valley Christian Schools 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 Valley Christian Schools Network may lead to discovery that a violation of either local, state, federal laws, this policy, or Valley Christian Schools conduct standards has occurred.

c. An individual search may be conducted, at any time if Valley Christian Schools, in its sole discretion, has a reasonable suspicion that you have violated this policy, or local, state, or federal laws or Valley Christian Schools conduct standards. The investigation will be reasonable and related to the suspected violation. However, Valley Christian Schools may in the course of investigating discover other violations of this policy, other Valley Christian Schools policies or Valley Christian Schools conduct standards and reserves the right to take appropriate disciplinary action up to and including suspension or expulsion.

d. Valley Christian Schools 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.

2. Procedure

a. Valley Christian Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Valley Christian Schools' network

b. In the event there is a claim that you have violated this Policy or disciplinary code in your use of the Valley Christian Schools 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

c. If the violation also involves a violation of other provisions of this policy, student contract, local, state, or federal laws, additional sanctions may occur.

E. Liability

1. Limitations of Liability

a. Valley Christian Schools makes no guarantee that the functionality or services provided by or through the Valley Christian Schools' network will be error-free or without defect
b. Valley Christian Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service
c. Valley Christian Schools is not responsible for the accuracy or quality of the information obtained through or stored on the network
d. Valley Christian Schools will not be responsible for financial obligations arising through the unauthorized use of the network or Internet

2. Release and Indemnification

a. Release - You agree to release and hold forever harmless, Valley Christian Schools, its agents, employees, network administrators, and contractors from any and all claims arising from or relating, in any way, to your use of the Valley Christian Schools' 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 Valley Christian Schools Network, and also including, but not limited to claims that may arise from the unauthorized use of the network to purchase products or services

Indemnification - You agree to indemnify Valley Christian Schools, 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

G. SEVERABILITY

a) If any provision, or portion thereof, 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.

I have read and understand the Valley Christian Schools Student Acceptable Use Policy. I agree that good and sufficient consideration exists to support this Agreement and I agree to follow the rules contained in this Policy. I understand that if

I violate the rules, I may face disciplinary action in accord with current Valley Christian Schools policies.

I hereby release Valley Christian Schools, its personnel agents, employees and contractors, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the Valley Christian Schools Network, including, but not limited to claims that may arise from the unauthorized use of the network to purchase products or services.