



# **West Valley Christian School**

## **Parent / Student Handbook**

Elementary & Middle School  
2014–15

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22450 Sherman Way, West Hills, CA  
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## INTRODUCTION

West Valley Christian School is located at 22450 Sherman Way in West Hills. The Chief Administrator of West Valley Christian School is Derek Swales and the Director of Finance is Kris Baron.

Accreditation for West Valley Christian School has been granted by the Western Association of Schools and Colleges (W.A.S.C.). Our school is a member of A.C.S.I.

We do not discriminate on the basis of age, race, sex, national origin, or ethnic background. West Valley Christian School is a community of faith where relationships between students and families are nurtured. The school does not review the background of students' parents or legal guardians, however all parents are checked through the Megan's Law database. The school encourages prudent judgment when making decisions about relationships that may occur in social settings off campus. Laws may prevent us from discussing information about someone even if it is in the community's best interest.

WVCS reserves the right to add, delete, or modify any portion of this handbook during the school year as deemed necessary. Parents will be notified of any change through RenWeb, email, or U.S. Mail.

School Verse: Matthew 6:33 - "Seek ye first the kingdom of God and His righteousness, and all these things will be given to you as well."

School Colors: Columbia Blue – acquiring wisdom through Christ and confidence in our faith in Him  
Navy Blue - the majesty of our Lord and Savior, Jesus Christ.  
White - purity symbol of the forgiveness of sin that Christ bought for us and the perfection that will come as we take our place in heaven.

School Mascot: "Falcon" represents our desire to seek after the word and testimony of the Lord with the keen eye and perseverance of a falcon.

School Alma Mater: "Seekers of Your Heart"

## CHURCH AFFILIATION

Our parent church, West Valley Christian Church, is also located at 22450 Sherman Way in West Hills. The Church can be reached on the internet at [www.wvcch.org](http://www.wvcch.org) or by calling (818) 884-6480. We invite all of our students and their families to visit or become regular attendees and consider membership at West Valley Christian Church. We have four worship services each weekend, 6:00 p.m. Saturday, and 9:00 a.m., 10:45 a.m., and 5:00 p.m. on Sunday. Sunday School Classes and nursery facilities are available during our Sunday services.

Our ministerial staff is as follows:

Senior Minister  
Glenn Kirby

Children's Director  
Carolyn Kirby

Student Ministries Leader  
Katie Matsumoto

Associate Minister  
Rob Denton

Worship Minister  
Ray Reynolds

Teaching Pastor  
Jim Bell

Assoc. Worship Leader  
Brandon Aram

School Administrator  
Derek Swales

### *SCHOOL BOARD*

West Valley Christian School Board Members are appointed by the church elders. Board members must be members of the church and serve a two-year renewable term. The School Board is presently made up of the following members: Paul Matsumoto, Carolyn Rich, Vince Wagner and Jason Strauss.

### *MISSION STATEMENT*

To provide excellence in education to our students, and to inspire each one of them to seek Christ and His Kingdom.

### *WVCS FAMILY SUPPORT AND COOPERATION POLICY*

West Valley Christian School's educational mission involves working with school families in the overall Christian education of students. The school requires parents to cooperate and support the school and its ministry.

If at any time West Valley Christian School determines, in its sole and absolute discretion, that the actions of a parent or school family are not supportive of the school ministry, or reflect a lack of cooperation and commitment to the school and to the working relationship between the school and the home, the school has the right to discontinue enrollment of a student.

West Valley Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like in character. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, sexual immorality, holding, exposing or advocating beliefs which are contrary to Christian principles, or an inability to support the moral principles of the school. In such cases, the school reserves the right, in its sole and absolute discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### *PHILOSOPHY OF EDUCATION*

At West Valley Christian School, our purpose is to do more for a student than to provide an academic education. Our philosophy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired, infallible, and authoritative Word of God which contains this truth. We seek to plant, water, and cultivate the seed of faith in the heart of each student. We share with all of our students the new life we can have through a personal relationship with Jesus Christ.

Our responsibility for the student encompasses the spiritual, academic, physical, social, and emotional areas. These are inseparable and through them run the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible departmentally or on the intellectual level alone - it must be woven throughout the total curriculum.

By definition, the total education of the child is a cooperative process. Therefore, a key reason for our existence as a Christian school is to assist parents in their awesome responsibility of teaching children.

Because God has given this responsibility primarily to the parents, the school exists as an extension of the home. It supplements the parents, aids them, and strengthens parent-child relationships.

To aid families in Christian growth and help them develop Christ-centered homes, we encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children. We encourage regular attendance and involvement in a Christ-centered local church. We desire to cooperate closely with parents in every phase of the student's development; especially as it relates to the school program to help the parents understand the school's purpose and program. We want to assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.

### *STATEMENT OF FAITH*

We believe the Bible is the only inspired, infallible and authoritative Word of God. It is the complete and final revelation of God concerning all matters of faith, trust and practice, and provides the standards for a godly life. (II Tim. 3:16; II Pet. 1:21; Phil. 4:8)

We believe in one God, eternally existent in three persons, Father, Son and Holy Spirit, and that God is sovereign in all affairs of mankind and has been throughout history. (Gen. 1.1.; Jn.10:30, 37-38; Rev 1:8)

We believe that mankind was created in the image of God. (Gen 1:26-27)

We believe in the deity of the Lord Jesus Christ, His virgin birth and His sinless life. Jesus Christ is the one who came to redeem and restore mankind to a proper relationship with God through His vicarious death and atonement for sin by the shedding of His blood, and through His bodily resurrection. We believe that He has ascended into heaven to sit at the right hand of the Father and one day will visibly return in power and glory. (Isa. 7:14; Matt. 1:23; Luke 1:35; Heb. 7:25; Jn. 2:11; Heb. 9:12; Eph. 1:7; Col. 1:14; Jn. 11:25; Acts 1:11; Rev. 19:11-16)

We believe that salvation comes through a personal choice to receive Jesus Christ as Lord and Savior. We believe in the cruciality of faith, repentance, confession, and baptism. (Rom. 3:19,23; Rom. 10:9-10; Jn. 3:16-19; 2 Cor.8-10; Jn. 5:24; Eph. 2:8-10; Tit. 3:5-6; Acts 2,38-43; Rom. 6 1-7)

We believe in heaven and hell; that heaven is a place of eternal life and bliss with our Savior, the Lord Jesus Christ, and that hell is a place of eternal death and separation from God for those who have rejected God's only begotten Son. (Rev. 20:11-21:8; II Thess. 1:3-12)



We believe in the spiritual unity of all believers in the Lord Jesus Christ, and in the maintaining of proper relationships between the home, church, and school. (Matt. 18:15-19; Heb. 12:10-11; Col. 3:12-14)

We believe that everyone who is a part of the Christian education process needs to have a personal commitment to the Lord Jesus Christ, be active in both worship and service in a Christ-centered congregation, and be striving to live a life that gives a positive testimony and honors the Lord. (Col. 3:17; Heb. 10:25; Ps. 119:11)

## *STUDENT LEARNING OUTCOMES (SLO)*

WEST VALLEY CHRISTIAN SCHOOL STUDENTS SHALL DEMONSTRATE:

### **1. Christian morals, ethics, and leadership values.**

For example, students are expected to:

- Have accepted or been provided the opportunity to accept Jesus Christ as their personal Lord and Savior.
- Look to God and His Word daily as the source of Truth and answers, respectfully challenging authorities that are contrary to God's Word.
- Understand and demonstrate who they are in Christ by growth in their spiritual lives and through positive choices that reflect the integration of learned Biblical principles.
- Exhibit self discipline and accept individual and group responsibility.
- Demonstrate positive and productive involvement in church, school and community endeavors.

School applications & programs:

- Chapel, connections groups, biblical integration, Christian teaching perspective, Associated Student Body (ASB), CJSF, Elementary Student Council, service learning trips/projects, etc.

### **2. An aligned, advanced, and dynamic academic foundation.**

For example, students are expected to:

- Be prepared academically with current, relevant curriculum and technology.
- Understand that all subjects are related to the world God created.
- Be prepared to transition into the next educational level.
- Pursue further formal, informal, and higher educational opportunities, and have a plan to meet their academic goals.
- Meet or exceed California standards and admissions criteria for higher-level institutions in English, mathematics, science, social studies, foreign language, and other areas as standards are developed.

School applications & programs:

- Courses of Study, course descriptions, state standards, writing manual, rubrics, handouts, syllabi, textbooks, interdisciplinary collaboration, student writing portfolios, etc.

### **3. Critical and creative thinking and implementation.**

For example, students are expected to:

- Identify, assess, analyze, synthesize, evaluate, and respond to prompts, arguments, questions, and all related information.
- Combine and apply higher level thinking skills, processes, and competencies to cross-curricular and interdisciplinary studies.
- Utilize acquired skills in their academic, social, spiritual, emotional, and interpersonal lives.
- Demonstrate growth in the decision-making/problem-solving processes.
- Set, pursue and accomplish realistic and challenging goals.
- Demonstrate creative expression through the visual and performing arts.

School applications & programs:

- Debate, drama, art, theology, ACSI events (i.e. Speech Meet, Math Olympics, Spelling Bee, Art Festival, etc.), field trips, etc.

#### 4. **Effective communication in written composition, oral presentation, and group collaboration.**

For example, students are expected to:

- Give an original speech with poise, enunciation, conviction, purpose, and appropriate speed, volume and pitch.
- Write a concise essay (expository, persuasive, research, creative, or otherwise) that includes supportive facts, transitions, logical structure, and grammatical coherence.
- Locate, analyze, and utilize data and research findings to enhance individual or group positions.
- Offer opinions and evaluations in a positive manner to maintain a productive and constructive collaborative environment.
- Be educated in and aware of their world and its diverse viewpoints, beliefs, paradigms, and cultures through classroom discussion, debate, and writing.

School applications & programs:

- MLA Formatting, debate, group projects, speeches, essays, journals, written student-growth evidences, Speech Meet, oral book reports, etc.

#### 5. **Holistically healthy lifestyles maintained through fitness, nutrition, and introspection.**

For example, students are expected to:

- Avoid detrimental habits to protect and respect their body as a temple of God.
- Establish and practice appropriate hygiene, proper nutrition and physical fitness in order to develop and maintain physical and mental wellbeing and a positive self-image.
- Model and practice sportsmanship and team unity in physical education and athletics.

School applications & programs:

- Physical Education (physical fitness), Nutrition (healthy living), Bible (spiritual growth), Athletics, in-class prayer journals, daily council study, etc.

## **6. Mastery in and application of technology.**

For example, students are expected to:

- Be proficient in the use of a computer and related software applications.
- Apply computer skills for research and communication to develop assigned projects, essays, and presentations.
- Exhibit competence with other appropriate technologies such as filmmaking, scoreboard operation, graphic design software, and audio/visual soundboards.

School applications & programs:

- Computer applications (i.e. typing, Word, Excel, PowerPoint, etc.), Performance Tech, scoreboard operation, yearbook, photography, film analysis, film projects, interactive white boards, World Math & Spelling Day, etc.

## *NON-DISCRIMINATORY POLICY*

West Valley Christian School admits students of any race, color, national, and ethnic origin into all the rights, privileges, programs and activities generally accorded or made available to students at our school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration or its educational policies, admission policies, athletic and other school administered programs.

## *WAIT LIST POLICY*

In the event that a particular grade is at maximum capacity, a wait list will be generated for additional applicants. If a position within that grade becomes available, applicants will be considered for enrollment based on the admissions criteria and their academic strength.

## *RE-ENROLLMENT*

Enrollment for the following year begins each January. WVCS typically offers a discount for early re-enrollment. Parents will be notified of all enrollment dates through RenWeb or email.

No student whose account is in arrears will be allowed to reenroll until the account is current.

## **ADMISSION CRITERIA**

All new incoming students are evaluated for admission based on the following criteria:

1. Academics: Students must have a passing grade in core subjects the semester prior to enrollment at WVCS. Students not meeting this criteria may be admitted on a conditional acceptance.
2. Citizenship: Students are expected to have maintained satisfactory marks in citizenship and work habits throughout their education prior to applying to WVCS. Students earning more than two unsatisfactory marks (e.g. “N’s,” “U’s,” or “1 or 2’s”) in citizenship (behavior) and/or work habits on their report card the semester prior to enrolling at WVCS may be disqualified from enrollment. Sixth through eighth grade students must also submit a recommendation form from their English and Math teachers as well as a character reference from their principal/head of school, and a pastor, coach, or adviser.
3. Testing: The student should pass the admissions test by scoring 50% or better in three out of the four areas tested on the Test of Academic Performance (TAP) for 1st – 8th grade and other forms of assessment. A developmental readiness test is administered to students entering kindergarten. In addition, results of standardized testing, such as the SAT10, must be submitted for 1<sup>st</sup> - 8<sup>th</sup> grade students.
4. TK/Kindergarten: Students entering TK must be four by September 1. Students entering Kindergarten must be five by September 1. We also require the following for students entering Kindergarten:
  - 1) Recommendation by their preschool teachers (a teacher recommendation form will be in the Kindergarten registration packet), and
  - 2) Kindergarten Assessment Screening that will be administered by our school counselor.
5. Spirituality: All students attending WVCS are encouraged to accept Jesus Christ as their personal savior. Students are required to attend daily Bible class, weekly chapels and spiritual emphasis chapels.

## **ARRIVAL AND DEPARTURE PROCEDURES FOR CARLINE**

West Valley Christian School abides by our Conditional Use Permit (CUP), which is approved by the City of Los Angeles Zoning Commission. WVCS has a traffic plan which recommends carpooling of students for morning drop off.

Please review the general carpool recommendations in order to be in compliance with our CUP. The plan provides maximum safety for our children and respects the rights of our neighbors. Carpool instructions are given to every parent by the start of each school year.

A clear traffic route is prescribed within the plan. All parents, students, and visitors must follow the guidelines. We know that with your cooperation and assistance we can anticipate a smooth and safe procedure which will benefit our children and our community.

Please observe posted signs and regulations to prevent accidents and injuries. The vehicle speed limit on campus is 5 mph. We remind you that you must comply with all laws and regulations concerning mandatory liability insurance, the required use of seat belts, the use of child restraint systems, the use of cell phones while driving, and the allowable maximum number of occupants for your vehicle.

### *AUTHORIZATION FOR PICKUP*

Students will only be released to individuals who have been given pickup authorization. Older siblings (ninth grade and above) must also be included on the authorized pick up list to pick up their younger siblings. If you wish for your child to be picked up by an individual who has not previously been given authorization, please send a note to the office. The office will forward it to concerned parties (carline personnel, daycare, coaches, etc.) as needed. This note is not an authorization for regular pickup unless the note states they are to be added to the pickup list. Photo identification will be required at the time of pickup. Last minute changes may be phoned into the office. We want to provide the safest environment possible for your child.

### *ARRIVAL*

TK-5<sup>th</sup> grade students arriving at school between 7:00 - 7:45 a.m. must be signed into daycare in the Connecting Place.

Students arriving between 7:45 - 8:15 a.m. must be dropped off in Car Line. Parents may not park on Sherman Way in front of the campus, or on any neighboring streets surrounding WVCS to drop off or pick up students.

Any TK – 5<sup>th</sup> grade student arriving after 8:15 a.m. and any 6<sup>th</sup> – 8<sup>th</sup> grade student arriving after 8:00 a.m. must come to the school office and receive a tardy slip to be admitted to class.

### *PICKUP*

The elementary school day ends at 3:15 p.m. and the middle school day ends at 3:05 p.m. Parents are strongly encouraged not to pick up their children before these dismissal times except in special circumstances. Early release is disruptive to the flow of learning for the class.

Parents/guardians picking up students after school must follow the pick-up procedure in place at the time of pickup:

Elementary students are dismissed at 3:15 p.m. to Car Line or Daycare. Middle school students are dismissed at 3:05 p.m. Please instruct your children to wait in Car Line if you intend to pick them up by 3:30 p.m. All students who will not be picked up by 3:30 p.m. will be sent directly to Daycare.

Time of Pickup:

- 1) 3:05 – 3:30 p.m. → follow the Afternoon Car Line Procedure below
- 2) 3:30 – 6:00 p.m. → Students must be Signed-In/Out.

Parents must park to sign out their children from day care after 3:30 p.m. Elementary and middle school students are not permitted to wait outside of daycare for pickup after 3:30 p.m.

### *CARLINE PROCEDURES*

Present city zoning laws necessitate a specific flow of traffic for our campus. These patterns are for the safety of everyone at West Valley Christian School. Please observe posted signs and regulations to prevent accidents and injuries.

#### **Morning Car Line Procedure – 7:45 – 8:10 a.m.:**

1. Enter the school through the center driveway from Sherman Way.
2. Carefully pull into one of the two lanes.
3. Continue in the lanes until you reach a Crossing Guard.
4. Your child(ren) will be helped out of your car once you are one of the first two vehicles in either lane.
5. The aide will open your car door and escort your child to the morning day care area. After 7:45 a.m., middle school students may go to the locker area.
6. Exit the Car Line by following the “Horseshoe” flow of traffic and by making a right turn onto Sherman Way. Our Conditional Use Permit (CUP) requires that all cars leaving the school premises at any time must make a right turn.

**Be cautious when exiting onto Sherman Way.** Watch for vehicles turning left onto Sherman Way out of the alley behind the condominiums.

#### **Afternoon Car Line Procedure – 3:05 – 3:30 p.m.:**

1. Enter the school through the center driveway from Sherman way.
2. Carefully pull into one of the two lanes.
3. Continue in the lanes until you reach the Crossing Guard.
4. Your child(ren) will be helped into your car once you are one of the first two vehicles in either lane.
5. If you also need to visit the office or wait for a student, please indicate this to the Crossing Guard and he/she will direct you to the parking area.
6. Exit the Car Line by making a right turn onto Sherman Way. Our CUP requires that all cars leaving the school premises at any time must make a right turn.
7. Be cautious when exiting onto Sherman Way. Watch for vehicles turning left onto Sherman Way out of the alley behind the condominiums

#### **Rainy Day Carline**

The same procedures will be in place for morning and afternoon, except that students will be dropped off/picked up from the Connecting Place.

Students may not be dropped off or picked up from school outside of the school grounds. This is in violation of our Conditional Use Permit (CUP) requirements.

GENERAL CARPOOL REGULATIONS - ALL PROCEDURES AND REQUIREMENTS ARE MANDATORY

1. **Carpool Lanes**  
There are two lanes that enter the campus.
2. **Drop Off/Pick Up Point**  
Students will be dropped off at southwest (SW) corner and picked up at the southeast (SE) corner of the carpool lanes. Vehicles will proceed north to Sherman Way right turn only exit. **NO LEFT TURNS WILL BE PERMITTED ONTO SHERMAN WAY.**
3. **Late Arrivals**  
All vehicles entering campus after carline closes must park inside campus and walk their child(ren) to the school office for a tardy slip. Exit must be out the center gate making a **right turn only** onto Sherman Way. Students late to school **must** check into the office **before** going to class.
4. **Traffic Crossing Guard/Campus Aides**  
It is vital to obey these monitors to insure the safety of all children, staff and visitors.
5. **Special Exception Pick- Ups**  
In the event of an emergency, parents must notify the office ASAP if a non-designated person will be picking up their child. Written confirmation or a phone call to the school office will be required. Please call as early as possible so car monitors are informed.
6. **Outside of School Grounds**  
Students may **not** be dropped off or picked up outside of the school grounds, e.g., no street parking. This violates our CUP requirements.
7. **Speed Limit**  
All drivers must observe and maintain the 5 MPH speed limit at all times for the safety of all children
8. **Flow of Traffic**  
Drivers must follow and adhere to following the “Horseshoe” traffic flow. When exiting the campus onto Sherman Way, a right turn only is mandated by the city’s Conditional Use Permit (CUP).
9. **NO PASSING OR LANE CHANGES**  
A vehicle may **never** pass another vehicle or change lanes when in carline. A first time offense in such carelessness toward the safety of our WVCS children and staff will result in a parent’s restriction of carline pick-up. A parent will be required to park and walk his/her child onto the school premises, and to and pick up their child from the office for departure.

10. North West (NW) Lot for Preschool Only  
**Preschool parents** will enter the middle gate for preschool drop off and to pick up their child. Preschool parents ***only*** are permitted to park in the North West parking lot (immediately to the right when entering the middle entrance onto the school campus) and must exit following the flow of carline traffic, turning right into the “Horseshoe” traffic flow. Once the Carline Gate is closed at 8:10 am, the exit will be through the center “entrance” gate. When exiting the campus onto Sherman Way, a right turn only is mandated by the city’s Conditional Use Permit (CUP).
  
11. Repeated Violation  
Any repeated violation of these General Carpool Regulations including, but not limited to noncompliance with traffic monitors, will result in carpool restrictions by Administration. A parent will be required to park and walk his/her child onto the school premises, and to pick up their child from the school office.

## **ATHLETICS**

### *AFTER-SCHOOL SPORTS*

It is a privilege to participate on an athletic team at WVCS. Students who wear a WVCS uniform represent Christ on the court and field. To be eligible for sports, a student must have a C or above in core subjects during the most recent grading period, with no “F” grades and no more than two “N” or one “U” in work habits or citizenship. A sport fee for each individual sport in which a student participates must be paid at the beginning of the season.

It is WVCS policy not to cut players from any team; however older, stronger-performing students will play more. Coaches will give every student as much playing time as possible.

Uniforms must be returned, cleaned and washed, **NO LATER THAN ONE WEEK** following the last scheduled game of the season. A replacement fee will be charged to the student’s account if the uniform is not returned within this time period.

### **Elementary**

3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade students also have the opportunity to participate in a variety of elementary sports, which may include, but are not limited to: boys’ football, girls’ softball, boys’ and girls’ basketball, soccer, and girls’ volleyball.

In order to participate, students and parents are required to read and sign 1) an Athletic Participation Contract, 2) the Pre-participation Physical Evaluation History Form, 3) the Athletic Emergency Information and Consent Form and 4) provide a Physical Examination Form completed by a medical practitioner certifying that the student is physically fit to participate in athletics. These forms must be provided to the school **BEFORE** a student may practice or participate in interscholastic athletic competition. Forms required for the athletic program can be found on RenWeb.



### *Middle School*

A student under suspension may not participate in any after-school activities sponsored by the school during the period of the suspension.

Students who will be missing a class due to a game must check in with their teachers prior to being dismissed to turn in or receive homework. **All homework or projects due on game days must be turned in prior to being released.**

Only WVCS approved practice wear may be worn to practice. This includes, but is not limited to; WVCS approved t-shirts, shorts, sweatshirts, sweatpants, and jackets.

Approved WVCS (current year) team polo shirts may be worn to school in lieu of current school polo shirts any day of the week.

### *PHYSICAL EDUCATION*

All students in grades TK-8 are required to take P.E. (physical education) classes.

If a student cannot participate in a P.E. class due to a physical illness or injury, the student must bring a written excuse signed by the parent. The excuse must be presented on the day that the student cannot participate, or it will be considered a “Non-Dress” which will negatively impact the student’s grade. If a student needs to be excused from P.E. for more than three consecutive days, he or she must bring a written excuse from a physician. The excuse must state the reason for exclusion from physical activity and the date that the student may return to active participation in class.

### *Elementary*

Only non-marking shoes such as basketball or court shoes should be worn in the gymnasium.

### *Middle school*

All middle school students must dress in the appropriate P.E. uniform. The uniform consists of a shirt and shorts set or sweat pants and sweat shirts. Only non-marking shoes such as basketball or court shoes may be worn in the gymnasium. All sweatshirts and sweatpants must display the official WVCS logo. P.E. uniforms must be purchased from the school office.

P.E. shirts must have the student’s full last name (1-2 inches in height) on the upper-left chest under the WVCS logo or on the name bar, whichever is available.

Shorts, sweatshirts, and sweatpants must have the student’s name on either the tag or the name bar, whichever is available.

Students who have P.E. the first period of the day may come to school in their P.E. clothes.

A student's P.E. uniform is not to be worn by any other student. Continued failure to dress out for P.E. will result in an "F" grade. Specific P.E. rules and grading procedures will be given to students at the beginning of the year. Students are to have their names on all clothing before the first day of class.

## **ATTENDANCE/TARDY POLICY**

Regular and punctual attendance is required to be successful in the educational program of West Valley Christian School. Perfect attendance is encouraged. A record of absences, early dismissals, and tardies will be kept. **Parents are asked to email their teacher(s) by 9:00 a.m. on the morning of the absence to notify us that the student will be absent. It is not necessary to notify the school office.**

### *ABSENCES*

1. Parents should email their child's teacher(s) of their child's absence and the expected duration. It is hoped that parents or guardians will not cause their child to be absent except for reasons of personal illness, death or serious illness in the family, medical or dental appointments, emergency situations, or instances where attendance would be hazardous. In all other cases, including educational experiences away from campus, it is expected that the parent or guardian will receive the advice of the teacher before causing the student to be away from school.
2. Students returning after being absent for three (3) consecutive days or with a communicable disease **must** have a written release from their doctor to be re-admitted to school. Specific examples of communicable diseases include, but are not limited to, measles, chicken pox, pink eye, and whooping cough.
3. Students who accumulate **more than 10 absences** in one semester will receive an "N" in the related Citizenship/Work Habits category on their Report Card.

Work or tests missed due to absence or tardiness must be made up promptly. Students are given one school day for each day they have been absent in order to complete their make-up work. Special circumstances can be discussed with the classroom teacher. An incomplete grade will be given to work not made up until it is turned in. If class work and tests are not made up, a grade of zero will be given for each missed assignment/and or test.

### *Elementary*

Parents wishing to request homework on the day of their child's absence may email their teacher by 9:00 a.m. Homework may be picked up in the office after school. Periodic reports will be issued to parents or guardians if absences become excessive. The teacher will schedule a parent conference if necessary.

### *Middle school*

Homework assignments can be retrieved on RenWeb.

Long-term reports and projects (assignments given more than one week to complete) are due on the date assigned. If the student is ill on that date, the assignment must be brought in by a parent or friend to receive credit. Projects not turned in on the date due will be penalized at the teacher's discretion.

### *EARLY DISMISSAL*

Once students arrive on campus, they may not leave campus before their last scheduled class without written permission. All students leaving the school during the school day must be picked up from the school office and signed out by the authorized responsible party. Only those authorized in writing or currently on the authorized pickup list will be permitted to pick up a student. Proper identification will be required.

### *EXCESSIVE ABSENCES*

**At the 10<sup>th</sup> absence** within a semester the teacher will notify the parents with a Notice of Concern that absences may be affecting the student's progress. If necessary, the teacher(s) may request a conference with the parent.

**After the 10<sup>th</sup> absence**, additional absences may result in a meeting with the teacher(s) and administration representative to discuss the concerns of the excessive absences and the impact it is having on the student's academic progress.

### *TARDIES*

Tardiness to school is defined as any student arriving to school after school begins. Medical appointments are the exception to this policy. A note from the medical provider must be provided, which should include the date and time of the appointment, and must be presented to the office at the time the student is signed into school. **Students who are tardy must report to the office for a tardy slip before going to class, no exceptions.** The office staff will note if the tardy is excused due to a medical appointment, etc., or if it is unexcused.

If an elementary or middle school student accrues five (5) tardies at the beginning of the school day in a calendar month, the family will be billed \$10.00. If subsequent tardies occur, families will be billed \$10.00 for every increment of five (5) tardies in the same calendar month.

#### *Elementary*

Parents of students will need to call in prior to 9:00 a.m. to have their child added to the lunch count or they must provide a lunch for that day.

#### *Middle school*

If a middle school student accrues five (5) tardies at any time throughout the day (between classes) within a calendar month, they will receive a lunch detention.

# AWARDS

## *Elementary*

At the end of the year, an awards assembly celebrating the achievements for the 1st – 3rd quarters will be held. Award categories will include, but are not limited to, Principal’s List, Honor Roll, elective awards, and an award for displaying Christian character qualities. The awards are designed to highlight some of the achievements of every student. It is meant to be an encouragement to all students. We do our very best to spread the subjective awards to highlight as many students as possible; however, there are some awards that are based solely on an achieved standard (i.e., Principal’s List, Honor Roll, Accelerated Reader, and participation in selected activities). Following the academic awards assembly, special awards will be presented in the classroom.

### *PRINCIPAL’S LIST WITH HONORS, PRINCIPAL’S LIST, AND HONOR ROLL*

Students must meet the following requirements for Principal’s List with Honors, Principal’s List, and Honor Roll in the first three quarters to receive an award. Core subjects for elementary are Phonics, Reading, Language and Math.

#### *Principal’s List with Honors*

Students earning 95% and above in all core subjects.

#### *Principal’s List*

Students earning 90% and above in all core subjects.

#### *Honor Roll*

Students earning 80% and above in all core subjects.

The grades that will determine which students are eligible will be calculated from an average of quarters 1, 2 and 3 for each core subject. Students will continue to be recognized and awarded for displaying Christian character, excellent citizenship, showing improvement, excelling in their enrichment classes, as well as many other notable accomplishments.

## *Middle School*

### *PRINCIPAL’S LIST, HONOR ROLL, HONORABLE MENTION*

Students must meet the following requirements for Principal’s List, Honor Roll and Honorable Mention in the first three quarters to receive an award in core subjects. Middle school core subjects consist of English, Math, Science, and History.

#### Honors Recognition Scale

<i>Principal’s List</i>	4.00-3.80
<i>Honor Roll</i>	3.79-3.40

### *Honorable Mention 3.39-3.25*

In addition, awards will be given to those students who exhibit Christian Character.

**Students who receive a “U” mark in either Citizenship or Work Habits will not be eligible for any awards.**

## **BIBLES**

The New International Version (NIV) Bible is used for all Bible classes. Each student grades 2 through 8 must own this version.

Elementary students must keep their bibles at school. Failure to do so could negatively impact the student’s grade. NIV Bibles should be purchased in the school office to maintain consistency.

Middle school students may purchase their NIV bibles in the school office or from a Christian book store and must bring it to Bible class daily as well as to chapel. Failure to do so could negatively impact the student’s grade.

Bibles must be kept in good condition, without drawings or *unnecessary* markings. If a student's Bible is not kept in good condition, that student must purchase a new Bible. In this way we hope to foster the proper respect for God’s Word.

## **BICYCLE, SCOOTER AND SKATEBOARD REGULATIONS**

### *Elementary*

Fifth grade students may ride bicycles and scooters to school but they must be walked, not ridden, on campus. (Elementary students may not ride skateboards to school). All students riding bicycles, or walking to and from school must turn in a signed parental permission form entitled “Self-Transportation Form” (downloadable on RenWeb). Bicycles/scooters are considered transportation to and from school and are not to be ridden on the campus during school or day care. Bicycles/scooters are to be locked in the rack provided on campus. WVCS is not responsible for bikes and scooters on campus.

### *Middle school*

Bicycles, skateboards, scooters, and roller blades/skates may be used as a form of transportation to and from school. Bicycles must be walked onto and off of the campus and may not be ridden on the campus grounds to insure the safety of the riders and pedestrians. Bicycles may not use the Car Line route used by vehicles picking up or dropping off students. All bikes should be locked at the bike rack provided on campus. The school takes no responsibility for loss or damage to bicycles while they are on campus. All students riding bicycles, skateboards, or walking to and from school must turn in a signed parental permission form entitled “Self-Transportation Form” (downloadable on RenWeb).

Skateboards and roller blades/skates cannot be ridden on campus at any time. If a student uses these items for transportation to and from school, they must be hand carried and stored in the student's locker until after school. **The school office cannot store these items.** Violations will result in the loss of the privilege of riding the skateboard or roller blades/skates to school or the item will be confiscated.

## **BIRTHDAYS**

### *Elementary*

#### Off-campus Parties:

Please be considerate of all students' feelings in regard to party invitations. We ask that any invitations given out at school include the entire class (or all boys, all girls); otherwise, invitations should be mailed. Stamped envelopes can be given to the office to be mailed.

#### Classroom Birthday Celebrations

Birthday treats may be brought to school to be shared with the entire class at 9:40 a.m. or at 2:45 p.m., so as to not disrupt the flow of the school day. It is requested that parents seek teacher permission at least one week in advance.

### *Middle school*

#### Classroom Birthday Celebrations

Classroom Birthday Celebrations are not allowed at the middle-school level.

## **CAMPUS FACILITIES**

Our school campus should be a positive Christian witness to others. Therefore, the appearance of our campus is of great importance. Our families, friends, and visitors should see a clean, attractive campus. It takes the cooperation of all the students, teachers, and staff members to accomplish this. Students are to place all books, backpacks, lunches, clothing, PE uniforms, and personal items in their lockers (5<sup>th</sup>-8<sup>th</sup> grade students) or in their cubbies (TK-K grade students). Nothing is to be left around the locker area, along the hallway, or blocking doors. This is also for the safety of our students, visitors and staff. Students should clean up after themselves and see that trash is disposed of properly. If you see litter, please pick it up, even if it isn't yours. If you see someone vandalizing school property, report it to the office immediately.

## **CAMPUS HOURS**

Our campus opens at 7:00 a.m. and closes at 6:00 p.m. each day.

Office hours are from 7:45 a.m. to 4:00 p.m.

School hours for TK - 5<sup>th</sup> grades are 8:15 a.m. to 3:15 p.m.

Middle school starts at 8:00 a.m. and is dismissed at 3:05 p.m.

All students who are not picked up by 3:30 p.m. will be checked into daycare.

## **CELL PHONE AND TELEPHONE USAGE**

The use of cell phones by middle school students as a traditional phone is restricted to before and after school hours and in the classroom with teacher's approval. Elementary students can only use their cell phones with teacher's approval for educational purposes. Cell phones may not be used in Daycare. At all other times cell phones **MUST** be turned off (not just on "silent" mode) and stored in the middle school student's locker or in the elementary student's back pack. Any misuse of cell phones during school hours will be handled as follows:

- *Upon the first occurrence: an email notification will be sent to the parent(s).*
- *Upon the second occurrence: the student will be asked to take their phone to the school office where it will be kept in a locked drawer until it is picked up by the student after school..*
- *Upon the third occurrence: the student will be asked to take their phone to the school office where it will be kept in a locked drawer and the parent will be called.*

In the event of a sports game or practice cancellation, students who are on the team will be allowed to use their cell phones (in the school office) or the office phone to notify parents or other responsible drivers during school hours. The office phone may also be used in case of an emergency.

## **CHAPEL**

Chapel is held every Wednesday morning. Each chapel session consists of prayer, musical worship, and inspirational productions or Biblical lessons. Elementary teachers and guest speakers/performers take turns leading chapel. Parents are always welcome and are encouraged to share this special time with our students and our Lord.

We expect our students to come to Chapel desiring to see God minister to them through others and be ready for spiritual growth. Every student is expected to bring his or her Bible to Chapel and demonstrate proper courtesy toward others. They should also extend Christian hospitality to all guests, speakers or others performing, by listening quietly and attentively. Teachers will address any student who is disruptive or is not attentive during Chapel Services.

## **COMMUNICATION**

Our primary mode of communication is via email, RenWeb and our school website. Vital information such as half days and school closures are included. It is important that you check your email daily.

WVCS also publishes a monthly one-page newsletter that is mailed with the monthly statements. It highlights upcoming events, scrip news, and reports the results of previous activities. The Scrip form, printed on the opposite side of this newsletter, is updated periodically. Please be sure to look for the most recent date in the upper right-hand corner.

Student announcements pertaining to school activities are communicated in chapel and also on the marquee located outside the school office. In addition, the school website

([www.westvalleychristianschool.com](http://www.westvalleychristianschool.com)) and RenWeb ([www.renweb.com](http://www.renweb.com)) list current news and events. Be sure to check RenWeb's living calendar for changes, updates and details.

Any posters or bulletins to be posted on our campus must be approved by administration before posting. Posters must be displayed on designated strips or using blue painter's tape.

## CONTACTING STUDENTS

Parents may leave an **emergency** message with the office for their child. Lost or forgotten homework, or other items do not constitute an emergency. **We will not interrupt classes for non-emergencies.** Please ensure any issues with your child(ren) are addressed before they come to school as it can be difficult to relay messages to students throughout the day.

Parents are to drop off all forgotten items (e.g., homework, lunch, PE clothes, etc.) in the school office. We will make every attempt to get it to the student during nutrition or lunch. **We will not interrupt classes to deliver such items and we ask our parents to observe the same guidelines.**

## DAYCARE - EXTENDED DAYCARE (EDC)

**Daycare can be reached by phone at (818) 825-7908 after 3:30 p.m.**

Extended Daycare (EDC) is available for a nominal fee to all TK-8<sup>th</sup> grade students on a "drop-in" basis. Parents do not need to make previous arrangements. However, students attending daycare need to have a DAYCARE CONTRACT on file in the office (downloadable on RenWeb). By signing the contract, parents are indicating that they and their children understand the WVCS' complete daycare policy.

Students not in Extended Daycare must be picked up no later than 3:30 p.m. to avoid charges. Older siblings attending WVCS may not pick up their elementary school siblings from daycare. Students will only be released to individuals who have been given pickup authorization

**All students who have not been picked up by 3:30 p.m. will be signed into Extended Daycare.** The exception would be for those students who have afterschool tutoring, games or other scheduled and **supervised** after-school activities. Students not picked up when the afterschool activity ends will be escorted to daycare. Fees will apply.

## *RULES & EXPECTATIONS*

1. Follow all general school rules.
2. Show respect to and obey daycare staff.
3. Always request permission of a daycare staff member to leave the designated classroom or outside area (restroom, teacher's classroom, backpack area, office, etc.).
4. Treat classrooms with respect and care.
5. Leave classrooms, daycare cupboards and outside play areas clean.
6. Keep hands to self at all times. No rough outside games, including tackle football.
7. Use words that reflect the beliefs and values of WVCS.



8. Show respect and kindness to all students in the daycare program. Play time is inclusive for all students and it is not okay to leave children out.
9. Students are not permitted to have in their possession or use any prohibited items while on campus, which includes while in daycare.

### *FEES*

Fees accrued for use of Extended Daycare will be added to your next month's statement. During the extended daycare hours of 7:00-7:45 a.m. and 3:30-6:00 p.m., the fee is \$4.00 per hour and \$1.00 fee for any portion into the quarter hour. All fees will appear on your monthly statement.

All students must be picked up by 6:00 p.m. **Any child remaining after 6:00 p.m. will be charged \$1.00 per minute.** Pick up time will be verified by staff. If an emergency should arise that would keep you from picking up by 6:00 p.m., please make arrangements for a neighbor or friend to pick up your child(ren) and notify the extended daycare staff at **818-825-7908**.

**Families who consistently pick up their children after 6:00 p.m. will be required to find alternative daycare.**

### *HALF DAYS AND HOLIDAYS*

Early dismissal days are published on our RenWeb calendar. We do not staff for daycare on days where "NO DAYCARE" or "NO EDC" is listed because our afternoons are designated for working on major projects. If you are unable to pick up your child on these days, please make other arrangements for them to be picked up on time. Any elementary or middle school student remaining on campus after carline has closed, which is 20 minutes beyond the time school is officially dismissed, **must report to the school office and the family will be charged \$8.00 for any portion into the first hour and \$1.00 per minute beyond that first hour.**

### *REGULAR DAYS*

#### *Elementary*

Elementary daycare consists of supervised activities and free time on all school days (unless noted otherwise) from 7:00 - 7:45 a.m. and 3:30 - 6:00 p.m.

Elementary students not in daycare may arrive at school no earlier than 7:45 a.m. and must be picked up no later than 3:30 p.m. to avoid charges. Older siblings attending WVCS may not pick up their elementary school siblings from day care.

All students who have not been picked up by 3:30 p.m. will be signed into daycare. The exception would be for those students who have afterschool tutoring, games or other scheduled and supervised after-school activities. Students not picked up when the afterschool activity ends will be escorted to daycare. Fees will apply.

*LOCATION*

Before school, extended daycare students will be in the Connecting Place. After school daycare will be located in designated rooms posted outside the school office. Other locations will be posted on the door of the extended day care room or will be available from the staff.

*SIGN-IN/OUT*

Morning Daycare:

If arriving between 7:00 - 7:45 a.m., students must be dropped off at the daycare room in the Connecting Place.

Afternoon Daycare:

A parent or guardian must sign out a child from day care from 3:30 - 6:00 p.m. Students will only be released to individuals who have been given pickup authorization.

Parents having conferences with teachers or volunteering may leave their WVCS students in daycare with no charge during normal daycare hours. Parents must notify the daycare worker if this is the case. This service excludes siblings not attending our school.

*ACTIVITIES (SCHEDULE MAY BE ADJUSTED AS SEASONS DICTATE)*

Morning Daycare	7:00 - 7:45	Free time with quiet games
Afternoon Daycare	3:30 - 4:30	Homework room, staff directed activity
	4:30 - 5:00	Snack
	5:00 - 6:00	Art, games, videos or staff-directed activity

Students are expected to behave themselves in a manner consistent with the spirit of West Valley Christian School’s vision and policies and as outlined in WVCS’s General School Rules.

*Middle school*

If arriving between 7:00 - 7:45 a.m., students must be dropped off at the extended daycare room, the Connecting Place. **If arriving after 7:45 a.m., see Arrival and Pick-up of Students: Car Line.**

Afterschool supervision is offered for middle school students from 3:30 - 6:00 p.m. Middle school students may not leave the campus after school to wait for their parents, or for any other reason (such as going to the market or a fast food restaurant) nor wait for their parents anywhere on campus after 3:30 other than in daycare. **Middle school students who have not been picked up by 3:30 p.m. will be checked in with the daycare supervisor.** The exception would be for those students who have afterschool tutoring, drama, sports or other scheduled and supervised after-school activities. Students not picked up when the afterschool activity ends will be escorted to daycare. Fees will apply.

Students must be signed out of daycare by an adult who has been given parental authorization.

Students must obey daycare rules at all times, or they will be denied extended daycare privileges, and parents will be required to make other arrangements.

Middle school students who walk or ride their bikes home must have a “Self Transportation form” on file with the school office.

## **DISCIPLINE POLICIES**

WVCS has a student discipline plan aimed at redemption and restoration. It is our desire that discipline is targeted, timely, and temporary. Disciplinary action is an opportunity to express love (1 Tim. 1:5), demonstrate the sufficiency of scripture (2 Tim. 3:16–17), guide us to righteousness (Heb. 12:11), gently restore another (Gal. 6:1), and forgive (Matt. 18). Ultimately, discipline is an opportunity to grow in maturity, glorify God and exalt the work of Jesus Christ. Students are expected to behave themselves in a manner consistent with the spirit of West Valley Christian School’s vision and policies.

All school rules are in effect during the school day and at all school activities, either on or off campus. These rules apply to all students at all times on campus, including nutrition, lunch, daycare, and during after-school activities.

We believe that communication is vital for a successful academic year. In addition to information provided on the report cards, a parent may be informed of other academic and/or behavioral issues of concern via a Notice of Concern. This notice will be used to inform parents of absences, tardies, academic difficulties (failure to complete assignments, make up work/tests, follow directions, etc.) and/or a single incident or pattern of unacceptable behavior.

When action is necessary for disciplinary purposes, the following steps are to be taken:

- The teacher will privately handle the unacceptable behavior issue in class. Students are to be taken aside and told what is expected and what needs to change in their behavior.
- Elementary teachers may use a ticket/card/check behavioral tracking system for minor discipline issues in the classroom. Elementary teachers may occasionally withhold privileges or assign additional tasks as appropriate.
- Since some discipline issues occur on the playground/campus, the campus aide supervising the students during recess/nutrition and/or lunch is responsible to address minor issues. All serious issues involving elementary students will also be reported to the classroom teacher and school office. All serious incidents involving middle school students will be reported to the school office.
- If a “Notice is Concern” is given, the teacher will follow-up with the parent each time by phone or email to discuss steps to be taken to correct the unacceptable behavior, i.e., parent meeting, detention (middle school only), etc. The teacher will enter the “Notice of Concern” into RenWeb.

### ***INFORMAL CONFERENCE -***

Upon receiving four (4) “Notice of Concern” for similar types of misbehavior, the student and their parent(s) will be required to meet with the teacher and Administration. At this meeting, the unacceptable behavior will be discussed and future expectations and consequences will be outlined.

### ***FORMAL CONFERENCE -***

If a student’s misconduct is not resolved through the informal conference, then a formal conference is conducted by the Administrator along with teacher(s), parent(s), and the student. The formal conference may be bypassed and suspension or expulsion imposed immediately in the case of serious misconduct.

- Offenses, such as lying, cheating, plagiarism, fighting, stealing, using bad language, or willful defiance to a teacher or staff member may result in an immediate trip to the school office. The Administration will determine the consequence to be taken after meeting with the student and all involved parties. If problems persist, a conference with administration, parents, teachers, and the student will be scheduled to determine consequences.

There are three situations that will result in immediate expulsion: immorality, use or possession of alcohol or any illegal drug/narcotic, or bringing a weapon on campus or to a school event.

### ***BEHAVIORAL PROBATION***

Students who exhibit ongoing behavioral misconduct and/or disrespectful attitudes, or students who impede the learning or safety of any child or class, will be placed on behavioral probation.

It is hoped that during the probation period, the student will take advantage of the opportunity to improve his/her behavior. A Probation Conference will be held with the student, his or her parents, and Administration. Administration will make the final decision regarding the terms and duration of the probation. A letter is sent to the parents that will explain the details of probation, the length of probation, and suggestions for corrective action.

Prior to the end of the probation period, there will be a staff meeting to determine the student’s status. Parents will be notified of this meeting in the event that they wish to confer with the Administrator beforehand. A student will be removed from disciplinary probation after satisfactory improvement has been reached in the areas identified. If the student is unable to maintain satisfactory improvement, the student may be dis-enrolled.

### ***CLASSROOM CONDUCT***

Each classroom teacher will have posted in the classroom a set of rules, rewards, and consequences based on our Assertive Discipline Plan program. Teachers will share these standards with students during the first week of school, and with parents at Back-to-School Night.

## *DISCIPLINARY ACTIONS FOR SERIOUS OFFENSES*

### Detention –

When a middle school student is given detention, a minimum of 24 hours notification will be given to the student. The detention will be completed during the lunch period on the date scheduled. Detentions will only be rescheduled for the following reasons: Excused absences, parent/guardian and/or teacher request (in writing) prior to the detention date. Rescheduling for other reasons is not permitted. Consequences for failure to attend will be determined by the Administration.

### Suspension –

Suspension, as a disciplinary measure, is used in situations where a student, by his/her attitude, speech, gesture, or behavior does not represent the philosophy and goals of WVCS. Hence, indicating the student's inability or unwillingness to responsibly participate in the school community. Suspension removes the student from the community for a period to reflect on his/her actions. A student may be suspended from school for serious or chronic violations of school rules and/or procedures. The length and type of suspension is determined by the Administration through consideration of the nature and seriousness of the incident/violation.

Suspensions range from in-school suspension, where the student will be given work assigned in class to do for the day in a sequestered environment, or an off-campus suspension ranging from a period of one (1) to three (3) days. Off-campus suspension prohibits a student from attending classes, loitering on or near campus, participating in and/or attending any school athletic practice or competition, or any other school activity or event. All school and homework assigned for the days of suspension are due the day the student returns.

### Withdrawal/Expulsion –

The Administration may determine that a student, by his/her speech, gesture, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures) has indicated his/her inability or lack of desire to remain a student at WVCS. In such a case, the Administration will recommend the student's withdrawal or expulsion to the School Board. The student and his/her parent/guardian have the right to appeal this decision in order to provide the school with additional or new information regarding the student's situation and the school's decision. Students who are asked to withdraw or who are expelled may not attend WVCS extracurricular activities. Students who are asked to withdraw or who are expelled may not be brought to school and/or any school function as a guest of a current student. Further, if a student is withdrawn or expelled from the school due to disciplinary reasons, he/she may not apply for re-admission for a period to be determined by the School Board. Such students must petition the school board for a hearing in writing, which may require an in-person interview with family.

## *STANDARD OF CONDUCT*

West Valley Christian School follows a successful Assertive Discipline Plan program that supports the right of each student to an education in an orderly, safe, and secure environment. Through proper communication of standards, consistent positive reinforcement, and fair and immediate correction when necessary, we believe that each student will learn to be responsible

for his or her own actions.

Students by virtue of their enrollment, agree to live within the framework of the school's standards of conduct. It is our basic philosophy to involve the parents of our students when there is a continued difficulty at school or related activities.

We feel that a conference with the parents, the student, and the teacher is very helpful in resolving the difficulty that is being experienced (**Matthew 18 principle**). Your consistent support of the teacher and administration, both publicly and in private, is greatly appreciated and is of major importance in our work of teaching and training young people.

WVCS believes that a well-run and well-controlled school and classrooms provide the best atmosphere to achieve maximum learning. One of our chief goals is to provide and maintain a balance in each student's life by reaffirming and establishing a positive reinforcement program. WVCS provides many different opportunities to help accomplish this goal. Please direct your questions or concerns to your child's teacher. Our staff is eager to foster a mutual understanding between home and school.

When discipline issues arise, West Valley Christian School involves the parents throughout the disciplining process. Discipline will be administered in light of the student's age, attitude, and behavior. Conferences with parents, student, teacher and administration become helpful in resolving any difficulties that are being experienced. The mutual support of the parents and school, both publicly and privately, in resolving any discipline difficulties is necessary to the successful and positive conclusion of any discipline situation. The purpose of our Assertive Discipline Plan is to create a positive educational environment that results in compliant student behavior both in and out of the classroom.

Well-behaved students are a key to a successful school. Our Assertive Discipline Plan program allows our faculty and staff to maximize the learning environment through a very pro-active discipline program. Our discipline program is designed to be preventative rather than reactionary. Obedient students learn more information and learn the higher-level thinking skills that are necessary for success in the world beyond middle school.

With these thoughts in mind, West Valley Christian School looks to the new school year with anticipation of successful behavior of our students. However, we live in a world where mistakes are made and consequences are implemented. Our goal is to lead a student to come to know the forgiving and loving grace of God and to teach a student the Biblical approach to turning mistakes into godly victories.

### *SERIOUS MISCONDUCT*

Very serious offenses such as the use of tobacco, pornographic material (on the Internet, in emails, or in possession), threats of violence, etc. will result in immediate action, such as suspension or expulsion. The following are additional examples of behaviors that will automatically necessitate discipline of a more serious nature. These may result in immediate suspension and possible expulsion. Final determination of consequences is at the discretion of the Administrator.

1. **Deliberate disrespect or defiance** (outright disobedience in response to instructions) shown to any staff member. The involved staff member(s) along with administration will determine whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, which includes stealing, cheating, giving or receiving information or answers on tests or class assignments; lying or giving false witness.
3. **Fighting**, i.e., hitting or striking in anger with the intention to harm others, or any form of violence that includes threatening, and /or intimidating any person in anger.
4. **Obscene, vulgar, or profane language.** This includes writing, receiving, or passing notes that contain derogatory comments or sexual connotations.
5. **Possession of dangerous objects or any dangerous instruments** (e.g., fireworks, matches, weapons, knives, laser pointers, drugs, alcohol, tobacco of any kind) on campus or at any school-sponsored activities. Proper legal authorities will be notified as deemed necessary.
6. **Vandalism or theft of property.** Parents will be responsible for promptly paying for any damage caused by the irresponsible behavior of their child toward school or another person's property while it is at school. This includes any act of vandalism to the school facilities, lockers, or theft of property.
7. **Pulling a fire alarm.** Students who pull a fire alarm as a prank will automatically be suspended for one day and will be fined \$100.00 or the current Fire Department fine, whichever is greater.
8. **Visiting inappropriate web sites** while at school and/or sharing inappropriate information obtained from home or at school with other students.

Parents and students are expected to read, discuss, understand and comply with all discipline policies and procedures of West Valley Christian School.

## **DRESS CODE AND APPEARANCE**

The dress code at West Valley Christian School has been established to promote a scriptural standard of attire. Wearing certain attire does not determine our level of spirituality, although it does denote to observers and ourselves our self-discipline, our commitment to excellence, and obedience to authority. Our policy is to honor God in our daily living and dress. Our dress code is designed to set guidelines for health, safety, modesty, and good taste. We look to our parents to be responsible and assist us by assuring that when the child leaves home each morning he or she is in compliance with the school dress code.

Students are to remain in dress code after school until they leave campus or change into athletic practice wear or uniforms. Students attending extra-curricular activities off campus must dress with modesty that reflects WVCS' high standards. Students may be asked to leave an extra-curricular school activity if dress is not appropriate.

The dress code may be changed or modified at any time during the year if necessary. Parents will be notified of any and all changes. West Valley Christian School reserves the right to make final decisions on all dress code disputes.

## **OUTERWEAR**

Students may wear only school approved sweaters, sweatshirts and jackets such as those purchased from Dennis Uniform.

### *GIRLS*

1. Girls must wear a school polo shirt Monday through Friday.
  - a. **POLO SHIRTS MAY NOT BE ALTERED IN ANY WAY.**
  - b. Polo shirts must be the top layer; no shirt may be worn on top of the polo. Girls may wear a shirt underneath their polo that extends below the bottom of their polo. Shirts worn under the polo may not be hooded, and must be the designated school colors.
  - c. Polo shirts must extend 2" below the top of the pants or skirt.
  - d. Girls may wear a WVCS Spirit Shirt or drama production shirt on Fridays instead of a school polo.
2. Girls may wear blue or khaki skirts, skorts, pants, and shorts purchased from any uniform supplier.
  - a. They should be modest in appearance, and the length of the skirt, shorts, or skort may not be more than two inches above the top of the knee cap.
  - b. All pants must be hemmed, not frayed, and have no patches, holes, or ripped pockets.
  - c. Athletic sweats or velour material pants may not be worn to school.
3. Patches, sewn or pinned, on clothes are not allowed.
4. Shoes:
  - a. Elementary students may wear a neat, sturdy pair of shoes or tennis shoes with socks.
  - b. MS students **ONLY** may wear sturdy, open-toe shoes with back straps. Backless shoes are not allowed.
  - c. Tennis or athletic shoes must be worn on days students have physical education. Only non-marking shoes such as basketball or court shoes may be worn in the gymnasium.
  - d. Excessively high heels are considered unsafe at school.
  - e. Shoes meant to have laces must have laces, and the laces must be tied.
  - f. Students wearing inappropriate shoes that are deemed unsafe will be detained in the school office until appropriate shoes can be brought from home.
  - g. "Heelies" (skates in shoes) are not allowed. Students wearing inappropriate shoes will be detained in the school office until appropriate shoes can be brought from home.
5. Body piercings (except for ear lobes) are not permitted at any time on campus or at school events.
6. Tattoos are not allowed (including temporary tattoos).
7. **ONLY** WVCS caps, hats, or beanies may be worn on campus. Violation of this policy may result in loss of headwear privileges. Hats may not be worn during class time.

### *BOYS*

1. Boys must wear a school polo shirt Monday through Friday.
  - a. **POLO SHIRTS MAY NOT BE ALTERED IN ANY WAY.**
  - b. Polo shirts must be the top layer; no shirt may be worn on top of the polo. Boys may wear a shirt underneath their polo that extends below the bottom of their polo. Shirts



- worn under the polo may not be hooded, and must be the designated school colors.
- c. Boys may wear a WVCS Spirit Shirt or drama productions shirt on Fridays instead of a school polo.
2. Boys may wear blue or khaki pants or shorts purchased any uniform supplier.
    - a. Pants must fit at the waist and not sag.
    - b. All pants must be hemmed, not frayed, and have no patches, holes, or ripped pockets.
    - c. Athletic sweats may not be worn to school.
  3. Patches, sewn or pinned, on clothes are not allowed.
  4. Shoes:
    - a. Elementary students may wear a neat, sturdy pair of shoes or tennis shoes.
    - b. MS students ONLY may wear sturdy, open-toe shoes with back straps. Backless shoes are not allowed.
    - c. Only non-marking shoes such as basketball or court shoes may be worn in the gymnasium
    - d. Shoes meant to have laces must have laces, and the laces must be tied.
    - e. Students wearing inappropriate shoes that are deemed unsafe will be detained in the school office until appropriate shoes can be brought from home.
  5. Wallet chains are not allowed.
  6. Earrings may not be worn. Body piercings are not allowed at any time on campus or at school events.
  7. Tattoos are not allowed (including temporary tattoos).
  8. ONLY WVCS caps, hats, or beanies may be worn on campus. Violation of this policy may result in loss of headwear privileges.
  9. Middle school boys must be clean shaven. No beards or side burns below the ear lobe are allowed.

### *CHAPEL DRESS*

Chapel dress will be the same as all other days of the week.

### *FIELD TRIPS*

Elementary students are required to wear a red WVCS polo shirt.

### *HAIR FOR BOYS AND GIRLS*

Hair should be neat, clean, modest, and out of the eyes. An unusual or unnatural style, such as full head shaves (less than a #2 blade) and Liberty spikes or Mohawks, Fauxhawks, are not permitted. Hair may not extend below their eye brows.

Students may not dye, bleach, or alter their hair color to any unnatural hair color. Students who change their hair color will be asked to restore it back to its natural color. Students will not be allowed to attend school until their hair is back to its natural color. The only exception to this policy is that students may highlight their hair if it does not radically change their natural color, e.g., purple, green, orange. Final determination is at the discretion of administration. Middle school boys must be clean shaven.

### *P.E. UNIFORMS*

### *Middle school*

See **ATHLETICS: PHYSICAL EDUCATION**

#### *PICTURE DAY DRESS*

All students must wear their school polo shirt on picture day.

#### *SPIRIT DAYS*

On days designated as Spirit Days, no attire may be worn that promotes or advertises the following: alcohol, tobacco products, drugs, violence, rock groups, gang activities, sexual expressions, slogans, and negative or profane comments. Skulls are not allowed on any item including clothing, backpacks, or instruments. In addition, shirts with “spaghetti” straps (straps thinner than 2 inches) or shirts that reveal a student’s stomach are not permitted.

On Spirit Days, students who choose not to participate must follow the regular dress code.

#### *DRESS CODE VIOLATIONS*

##### *Elementary*

Teachers are responsible to verify that their students are in compliance with school dress code at the beginning of each day. Any dress code violations will be recorded in RenWeb and the student will be sent to the office. The student will normally not be permitted to attend class until the issue is addressed. A call to the parents will be made for a change of clothes.

After three dress code violations in a calendar month, the student’s Friday Spirit Dress Day privilege will be suspended for the following Friday. Any subsequent dress code violations in the same month will result in another Friday privilege suspension.

##### *Middle School*

First period teachers are to verify that their students are in compliance with school dress code. Any dress code violations will be recorded in RenWeb and the students will be sent to the office. The student will normally not be permitted to attend class until the issue is addressed. A call to the parents will be made for a change of clothes. After three dress code violation in a calendar month, the student will be given a lunch detention.

### **ELECTIVES (SIXTH GRADE)**

Sixth grade students are assigned a semester long study skills elective. This course guides the sixth grade students through the transition between elementary and middle school. It also teaches organizational and study skills. Sixth grade students will be assigned a second semester art class. Students requiring academic assistance will be required to take a Study Hall class.

## **ELECTIVES (SEVENTH AND EIGHTH GRADE ONLY)**

Seventh and eighth grade students may select one elective each semester. An elective sheet will be generated each semester and students/parents may select their elective from among available choices. Enrollment is based upon a “first come-first served” system.

## **ELECTRONICS**

Electronics, i.e., iPads, iPods, tablets, etc, may only be used in the classrooms (not in daycare) under teacher guidance and/or permission. Students may only be on WVCS wifi for educational activities assigned by the teachers. A Technology Use Agreement signed by both students and parents must be on file.

## **EMERGENCY PREPAREDNESS POLICY**

It is the goal of WVCS to insure safety while our students are under the school's care. We have food and water for each student for three days. Additional water and medical supplies are also available. Designated WVCS staff who supervise students are trained in Red Cross First Aid.

In the event of an emergency, your child’s safety and well being is our first concern. Please read the following policy carefully.

Emergency or hazardous conditions are defined as those situations which make it unfeasible to carry on normal teaching activities in the school and/or create a situation which, in the judgment of the Administrator, could be harmful to the safety of the students and staff. Examples include, but are not limited to the following: widespread staff illness, fires, flood, windstorms, earthquake, utilities failure, and toxic spill. A phone tree is in place, which will allow us to efficiently call parents in the event of an emergency. **Please ensure that your emergency contact information remains up-to-date at all times.**

Catastrophes that occur **OUTSIDE** school hours:

1. School will be open unless a communication comes from the Administrator to the contrary. Communication may not come directly, but via parent (phone chain), radio or T.V., specifically mentioning WVCS (preschool, elementary, middle school). Closure information will also be recorded on the school message machine.
2. The Administrator will determine if the school is to be closed and will communicate this to the staff.
3. Maintenance workers will report to school after hearing of a catastrophe and check school sites for hazards.
4. The Administrator is responsible for getting to school as soon as possible after hearing of a catastrophe. In the absence of the Administrator, designated school personnel will assume direct responsibility.
5. If the Administrator feels hazardous conditions require closing school, he should do so and communicate this to school staff and parents as the communication system permits.

Catastrophes that occur **DURING** school hours:

1. The Administrator will determine if school will be closed and communicate this to the staff.
2. The Administrator and the maintenance supervisor will assess damage to determine hazards.
3. In the absence of the Administrator, designated school personnel will assume direct responsibility.
4. The maintenance supervisor will report hazards to administrative personnel.

*STUDENT ARRIVAL PROCEDURE*

If a school closing is called during school hours, the following procedures will be enacted:

1. Children in the preschool, elementary, and/or middle school arriving to school after an all-school closing has been enacted will not be received onto school premises. Parents are to assume full responsibility for their child(ren) under their care at this time (which includes car pool). Parents whose children car pool should predetermine their own reuniting procedure.
2. For children who have been signed in prior to the calling of school closure, students will remain under the care of WVCS and the "Reuniting Procedure" will be initiated.

*ON-CAMPUS DISASTER ACTION PROCEDURES*

The following procedures are thoroughly taught and reviewed throughout the school year by administration, faculty, and students.

Natural Disaster or Potential Threat Procedure

- Students are inside buildings:
  - On command of "drop and cover," students will take the Civil Defense protective position under a desk or furniture - drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms.
- Students are outside buildings:
  - Students will move away from buildings or possible falling objects and take the Civil Defense position.
- Evacuation Procedure
  - Teachers will insure that evacuation routes are posted in each classroom and will review them with students the first day of school and periodically thereafter. In the event of an actual evacuation, teachers will calmly lead their students to a predetermined meeting place.
  - Teachers will make an accurate count of students and notify the person in authority of any missing child.
  - **Teachers will not leave children unattended or reenter the building until the all clear signal is given.**

*PARENT-STUDENT REUNITING PROCEDURE*

1. Enter only on Sherman Way. Student reuniting area will be designated on the day of the emergency. A staff member will monitor admittance onto school premises.
2. Proper personal I.D. will be required.
3. Names of all persons authorized to take a child from the facility must be on file. Under no circumstances will a child be released to anyone not appearing on the emergency card.
4. Notification of proper authorities will be made to reunite the child with family members if the child is not called for after 72 hours. During the first 72 hours our staff will maintain supervision of your child(ren).
5. Government agency notification (beyond the 72 hours) will be made in the following manner: Parent to agency - not through the phone system but by listening to the Emergency Alert System. Information regarding school closure or relocation will be through the Emergency Alert Station.
6. The American Red Cross can be contacted for individual status.
7. Contact the school office if you wish to provide an out-of-state contact number to be used in an emergency. A relative, friend, or church family may be used. Please make arrangements for this contact number. This number will be used if we have outside access to give the name of the child, medical status, and location at time of call.

## **ENRICHMENT PROGRAM**

### *Elementary*

Elementary students participate in a wide variety of enrichment subjects, Spanish (K begins 2<sup>nd</sup> semester), drama, physical education, art, library/keyboarding.

## **EXTRA-CURRICULAR ACTIVITIES**

### *Elementary*

The Association of Christian Schools International, A.C.S.I., hosts various competitions during the school year in which several students represent WVCS. These competitions include the Spelling Bee, Speech Meet, Math Olympics, and Art Festival.

Students (3rd - 5th grades) also have the opportunity to participate in a variety of elementary sports, which may include but are not limited to: boys' football, girls' softball, boys' and girls' basketball, soccer, cross-country, and girls' volleyball.

These sports are contingent upon sufficient participation from elementary students. Middle school students also may participate on some teams. Play time is influenced by the number of practices a student attends. Coaches will give every student as much playing time as possible.

Uniforms must be returned, cleaned and washed, at the end of the season. A replacement fee will be charged to the student's account if the uniform is not returned.

Students also participate in our student council (STUCO). Elections for STUCO officers are held each semester. The officers are responsible for coordinating student activities, such as Spirit Day, throughout the school year. In addition, afterschool clubs may be offered in art, soccer and drama.

## *EXTRA-CURRICULAR PARTICIPATION STANDARDS*

### *Middle school*

Participation in afterschool sports and ASB is contingent upon the following academic and behavioral standards:

1. Maintain at least a “C” in each core subjects
2. Exhibit good citizenship with no N’s or U’s on the semester report card.

Middle school students absent more than three periods the day of an extracurricular activity, or student event, must have a valid reason for the absence and a note from the parent. A student under suspension may not participate in any after-school activities sponsored by the school during the period of the suspension.

Students attending extracurricular activities off campus must dress with modesty that reflects WVCS high standards. Students may be asked to leave an extra-curricular school activity if dress is not appropriate. Students under the supervision of the school are expected to be responsive and cooperative at all times. Students are accountable for their own actions at all times at school or at school activities off campus. Plans for all school-sponsored student activities must be approved by Administration.

Students with a GPA below 2.0, or students with a disciplinary action record, must have approval from the Administration to participate.

## **FIELD TRIPS**

Educational extra-curricular field trips are scheduled at each grade level. Designated grades also participate in overnight trips. Written permission for each student is required in order to take part in any activity leaving the school grounds. Elementary students on single-day field trips are required to wear a red WVCS polo shirt.

Although a portion of the student fee is designated for field trips, in some situations additional fees may be assessed to cover trip costs. Fourth through eighth grades traditionally participate in an overnight field trip which requires additional costs.

Students may be restricted from attending field trips at the discretion of the Administration. Students who are not permitted by a parent or the school to attend a field trip will need to stay home that day and will accrue an absence.

Parents desiring to drive to and from athletic events and/or chaperone off campus field trips must be pre-approved through the teacher. All drivers must and chaperones must be cleared through Megan’s Law. All drivers are also required to file a copy of their valid drivers’ license and a **current** copy of their auto insurance with the school office.

Parents are not allowed to bring younger siblings. Chaperones are expected to obey all traffic laws for the safety of all passengers, including seatbelts (includes restrictions for child(ren) riding in the front passenger seat). Drivers/chaperones are not to make any unapproved stops, use cell phones, and select appropriate music or movie selections. WVCS' movie policy approves only G-rated movies.

## **FINANCIAL POLICIES**

When you become part of our school family, we take the trust you have placed in us very seriously. Not only do we recognize the firm commitment we make to you and your child educationally and spiritually, but also we acknowledge the financial responsibility we have accepted. Please know that your tuition and fundraising dollars are used with wisdom and discretion. We ask only for money that is needed, we inform you of the purpose for which your gifts are used, and we adhere to established accounting standards. Above all, we depend upon God to lead us in our partnership with Him and with you, our families and friends.

### *APPLICATION FEE*

The application fee is due with the student's application for enrollment. It is non-refundable and non-transferable. An application will not be accepted for any previously enrolled student whose account is not current.

### *DELINQUENT ACCOUNTS*

If an unexpected financial difficulty occurs in your family, we ask that you immediately contact the Director of Finance at 818-884-4710 x 225 or [kbaron@westvalleychristianschool.com](mailto:kbaron@westvalleychristianschool.com) and work out a plan for payment. Your positive effort to make monthly payments is considered a step in the proper direction to meet your financial obligations. Families may make payments in the school office or by utilizing the payment drop box located on the outside wall next to the office door.

An account becomes delinquent when outstanding financial obligations are not paid in full by the due date. In the event payment of a student's tuition becomes delinquent for one month and a prior financial plan has not been established and approved by the Director of Finance, and is not brought current after notification, the student may be suspended until tuition is brought current. The Business Office shall notify the responsible parent or guardian for the student of the suspension and the steps required before the student may resume schooling.

Once a student has been suspended, failure to bring the delinquent tuition account current may, in the sole and absolute discretion of the school, cause the student to be dis-enrolled. When a student has been suspended for a delinquent account, homework assignments will be available through RenWeb for one calendar week from the date of suspension. RenWeb access will be discontinued until the account has been paid.

Failure to adequately respond after suspension will cause privileges to be withheld until financial obligations are brought current. These include but are not limited to RenWeb access; graduation

or promotion certificates; yearbooks; participation in graduation or commencement activities; and participation in any extracurricular activities.

Students may not take final exams and will receive a grade of incomplete unless all financial obligations for the year are fulfilled.

In order for report cards to be released to the parent, all accounts must be paid to current status five days before report cards are issued. A request for an Official Transcript from an accredited K-12 school will be honored. The School Board and Administration will be supplied with a current, dated list of delinquent accounts.

In the case of chronic delinquent accounts, an accelerated payment schedule shall be put into effect with the stipulation that all future school payments are to be paid by money order, cashier's check, or cash. Refer to the registration contract.

### *ENROLLMENT FEE*

The enrollment fee is due when the student has been accepted. This fee is non-refundable and non-transferable. Re-enrollment will not be accepted for any previously enrolled student whose account is not current.

### *FUNDRAISING*

West Valley Christian School relies on the generous support of its affiliated families, alumni, and businesses who believe in value-based education. Fundraising is an important part of bridging the gap between offering affordable tuition and providing the finest education.

WVCS utilizes the scrip program as the primary vehicle for fundraising. There may be small-scale fundraisers which will be targeted for specific field trips, projects, or programs within the school. All fundraising events must be pre-approved in writing by administration.

It is in the best interest of all that WVCS families with their own businesses not solicit our school families for business purposes of any kind.

### *GIFTS ABOVE TUITION AND FEES*

West Valley Christian School is a non-profit organization operating on the faith principle. Tuition is set with a view to making Christian education available to as many as possible who desire a Christ-centered education for their sons and daughters. Tuition and fees do not cover 100% of all operating costs. Additional funds, supplies, equipment, and services are always needed throughout the year to meet regular operating expenses and school services. We gratefully accept contributions of cash, equipment and personal services from those who wish to support our school. Since West Valley Christian School is not a business, but a ministry, we ask our school families and interested friends, who share the vision of Christian education, to give as the Lord enables. Gifts are tax-deductible, and a receipt will be issued for each gift received.

### *GRADUATION FEES*



Graduation fees are assessed to students in 8<sup>th</sup> grade. The fee covers a number of graduation costs including gown rentals, reception expenses, and decorations. Graduation fees are due prior to taking final exams.

#### *MID-YEAR ENROLLMENT*

If a student starts school on or before the 15<sup>th</sup> of any given month, a full month's tuition will be applied. If a student starts after the 15<sup>th</sup>, half a month's tuition will be applied.

#### *MONTHLY STATEMENTS*

On or about the 20<sup>th</sup> of each month, a statement of each family's account will be mailed home. Upon request, parents may receive a historical account statement.

Monthly tuition payments may be mailed or dropped off in the school office during regular business hours. Payments may also be dropped in the mail slot at the school office located next to the school office door near the playground. The payment slot is convenient for after hours or weekend use. We ask that you do not hand a payment to a teacher or other employee.

#### *PAYMENT POLICY*

Please read both front and back sides of the Registration Contract and Policy & Payment Agreement.

Tuition is due on the first of each month and is delinquent after 4:00 p.m. on the tenth of the month. A fee equal to 5% of the outstanding balance, with the minimum charge being \$15.00, will be automatically applied to the account on the 11th of that month. Monthly payments are due on time each month even if you do not receive a statement. Checks may be post dated to the 10<sup>th</sup> of the month.

A fee of \$25 will be added to an account if a check is returned by the bank or if a charge/EFT payment is denied. WVCS may require that future tuition payments be made by cash, cashier's check, or money order.

WVCS prefers payment by electronic funds transfer (EFT). An authorization form can be obtained in the school office. WVCS also accepts American Express, MasterCard, and Discover at a slightly higher "credit" amount. All cash payments must be made in person, for which a receipt will be issued.

#### *RECORDS POLICY*

Daycare records are kept for one calendar year after the last day of school. Scrip records are kept for one calendar year after the last day of school.

#### *RELEASE FROM CONTRACT*

If a student will not be attending our school for the entire year, the family must apply, in writing, for a release from their contract. A letter must be submitted to the School Board which states the reasons or circumstances that a release from their contract should be considered.

### *SCRIP*

Every time you use scrip to buy food or products, WVCS earns money at no additional cost to you. WVCS receives a percentage of the purchased scrip from that particular store. Use scrip like cash at your favorite stores, gas stations, or restaurants. Scrip is a one-for-one exchange of dollars for “store” dollars. You buy the same amount of merchandise, only instead of using cash, credit card, or check, you use “store” dollars.

Because tuition alone does not cover the cost of schooling, we require each family to purchase \$200.00 worth of scrip a month which can include participation in eScrip or Ralphs Club. It is a fundraiser that costs you nothing to participate! Additional programs are available through Target (if you have their charge card), and Office Depot and Staples.

Ralphs Club participants will need to re-register their club cards at [www.ralphs.com](http://www.ralphs.com) each year on or after September 1. Those who participate in eScrip, which includes Vons/Pavilions, will need to re-register their card with eScrip by October 31.

Scrip can be ordered via the lower portion of your statement, or you can purchase scrip in the school office. Large quantities of scrip may need to be pre-ordered and prepaid.

Families receiving tuition assistance are still required to use scrip as a part of their financial agreement. Families who do not comply will jeopardize their tuition assistance.

Families are required to purchase at least \$1000 of Scrip by January 15. Failure to do so will result in a \$50 fee added to the February first statement. Families are required to purchase a total of \$2000 or more of Scrip by May 15. Failure to do so will result in a \$50 fee added to the June first statement. Fees are pro-rated based on the amount of scrip purchased during the applicable timeframe.

### *SUPPLIES AND ACTIVITY FEE*

The supplies and activity fee primarily covers the cost of the school yearbook, insurance, student activities, membership in ACSI and WASC accreditations. For elementary grades, it also covers budgeted amounts for classroom supplies and consumables, parties and day field trips. This fee is due before the student's first day of school

### *TEXTBOOKS*

#### *Elementary*

Textbooks that are the property of the school must be treated with respect. Textbook condition is checked before books are issued to the students and after they are returned at the end of the year. If books are lost and not found within a one-week period, or become unusable, the student must pay for a new textbook at the current replacement price. This is billed to the student's account.

There may be damage charges for books that are still usable but are returned in poor condition and must be repaired. Lost workbooks must be replaced at the student's expense. All school textbooks are to be covered with protective covers at all times. Please do not cover books with adhesive-backed paper or cloth covers that are too tight as these will damage the books.

Soft-cover, consumable workbooks are property of the student, but if damage to a workbook makes it difficult to complete assignments, a student may be asked to purchase a new workbook.

### ***Middle school***

The books required for purchase can be found on our online bookstore, at [mbsdirect.net](http://mbsdirect.net). All middle school students must purchase their textbooks every year.

### ***TUITION***

The tuition for a student is for one year. A discount applies to more than one student within the same family. This discount applies to the full year's tuition, and is deducted on a monthly pro-ration basis.

### ***TUITION ASSISTANCE PROGRAM***

WVCS provides financial assistance to families with limited resources. Contact the school office for more information. All monies set aside for our tuition assistance program come directly from our general budget. For this reason we set a limit to the amount of money that can be allocated for the tuition assistance program. WVCS accepts gifts for scholarships and will provide a tax deductible receipt for such gifts.

### ***TUITION DEPOSIT***

WVCS requires a tuition deposit for every student. The deposit is due upon enrollment. This amount will be credited toward the May tuition statement of the new school year. This deposit will not be refunded to students who are dis-enrolled for any reason prior to June 1 of the applicable school year. Beginning with the 2015-16 school year, the deposit will not be refunded if the student's account is not current as of May 1.

### ***TUITION OPTIONS***

Tuition is assessed monthly through May of each school year. Several payment plans are available for paying tuition. The plan is chosen by filling out the desired option on the registration contract. Payments begin June 1 on the 12-month plan, July 1 on the 11-month plan, and August 1 on the 10-month plan. Tuition also may be paid in two equal payments at the beginning of each semester, or in full prior to the beginning of the school year.

## **FLAG SALUTES**

Elementary students recite the following flag salutes in unison.

*PLEDGE TO THE 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.

*PLEDGE TO THE CHRISTIAN FLAG*

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

*PLEDGE TO THE 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 words in my heart that I might not sin against God. Amen

**FRIDAY MAIL**

Elementary students will bring home graded papers, a weekly newsletter from the teacher, and a weekly newsletter from the office in a specially designated envelope every Friday. Please read through this folder carefully as it contains key information regarding students' grades, school calendar, upcoming events, policy changes, etc. Please return the envelope to school on Monday or the next school day.

**GRADE PLACEMENT**

The faculty and administration of WVCS take each student as an individual and give that individual as much attention and concern as possible. Grade placement is based on achievement testing, the previous year's report card, the admission test, and recommendations from involved teachers and the admissions committee. The Administration and the admissions committee make final grade placement decisions.

**GRADING PROCEDURES**

West Valley Christian School operates on a semester system with two academic quarters each semester. Parents and students can check their academic progress in their classes on RenWeb.

Elementary and Middle school report cards are available on RenWeb one week after each quarter. First quarter elementary report cards will be distributed during parent-teacher conferences.

*Elementary*

Student grades in core subjects are determined by an accumulation of class work, homework, tests, and in some cases, projects.

*GRADING SCALE - ELEMENTARY*

**Kindergarten & Elective Classes**

S - Strength 90 - 100%  
 G - Growth 70 - 89  
 N - Needs Improvement 69 or below

**Grades 1 – 5**

A = Excellent 100 – 90%  
 B = Above Average 89 – 80%  
 C = Average 79 – 70%  
 D = Below Average 69 – 60%  
 F = Failing below 60%

*Middle school*

*GRADING SCALE – MIDDLE SCHOOL*

A+	100%	C+	79 - 78%
A	99 - 93%	C	77 - 73%
A-	92 - 90%	C-	72 - 70%
B+	89 - 88%	D+	69 - 68%
B	87 - 83%	D	67 - 63%
B-	82 - 80%	D-	62 - 60%
		F	Below 60%

First semester grades for **6<sup>th</sup> and 7<sup>th</sup>** grade are determined by averaging the first and second quarter grades. Second semester grades for **6<sup>th</sup> and 7<sup>th</sup>** grade are determined by averaging the third and fourth quarter grades.

*Eight Grade -*

First and second semester grades for **8<sup>th</sup>** grade are determined by the following formula:

<u>Semester 1</u>	<u>Semester 2</u>
40% = 1 <sup>st</sup> Quarter Grade	40% = 3 <sup>rd</sup> Quarter Grade
40% = 2 <sup>nd</sup> Quarter Grade	40% = 4 <sup>th</sup> Quarter Grade
20% = Semester 1 Exam	20% = Semester 2 Exam

Eighth grade semester exams will cover material from the entire semester. Students taking semester finals need to keep all completed subject tests and class notes throughout each semester in order to adequately prepare. An exam schedule will be issued each semester to notify parents and students. Semester exams are given during the last week of each semester. Two semester exams are given daily.

Students absent for any First Semester Exam will receive an incomplete grade for the semester until the test is taken. Make-up First Semester Final Exams are taken the first day the student returns from his/her absence. Exceptions are made at the discretion of the Administrator and/or

the teacher. Second semester final exams must be taken at the scheduled times or the student will earn a zero on the exam.

### *ACADEMIC PROBATION*

If a student fails to achieve a 2.0 GPA in core subjects at the end of any quarter, he or she may be placed on academic probation for one semester. Daily progress reports may be used in addition at the request of a teacher or the Administrator. At the end of the semester, a student will be released from probation if the terms of the probationary contract have been met.

A conference will be held with the parents and the Administrator if the student does not show expected improvement according to the terms of his or her probation. If the student fails to get a 2.0 GPA in core subjects after an assigned probationary period, the student may not be able to continue to attend WVCS. In the event a student's academic status while on probation fails to improve or becomes a hardship upon staff or other students, the student will be dis-enrolled in the interest of all parties involved.

### *DAILY PROGRESS REPORTS*

#### *Middle school*

Daily progress reports are enlisted at the discretion of the Administration and teacher(s) to assist the student improve with academics and/or behavior. At the end of the six-week period, each student's progress will be re-evaluated.

Students will be required to pick up the progress report from the school office at the beginning of each day and have it signed by each teacher. Students must then have it signed by a parent at the end of each day, and present it to the office each morning before school in order to receive the next form. Failure to do so will result in disciplinary action.

### *DROPPING OR TRANSFERRING CLASSES*

Students may drop a class or transfer to another class during the first ten school days of the semester only. All drops or transfers must be approved by the teacher(s) and Administration.

### *GRADE DISPUTES*

Any grade disputes must be made within 7 days of the issuance of the report card. The dispute is to be discussed with the teacher first, before the Administrator can be consulted. If the family is not satisfied after having met with the teacher, a parent-teacher conference can be scheduled with the Administrator. The family will be informed of the final decision within one week.

### *INCOMPLETE GRADE*

In the event of a student's withdrawal mid-quarter / mid-semester, a student's withdrawal grade will be determined by work completed. If a student has an insufficient amount of grades and a midterm grade cannot be given, an "Incomplete" grade will be issued. It will be the responsibility of the student and parent to secure and provide the necessary work to the appropriate teachers. In case of long-term illness or injury, exceptions will be made on a case-by-case basis.

### *LONG-TERM REPORTS AND PROJECTS*

Long-term reports and projects (assignments given more than one week to complete) are due on the date assigned. If the student is ill on that date, the assignment must be brought in by a parent or friend to receive credit. Projects not turned in on the date due may be assigned zero credit.

## **GRADUATION AND PROMOTION**

Promotion to the next higher grade level is not automatic. Promotion or graduation is based upon academic performance, overall citizenship, conduct, and teacher recommendations.

### *PROMOTION REQUIREMENTS: GRADES 1 - 5*

Students receiving a “C” in math, reading, or language on their fourth quarter report card, will be strongly encouraged to receive tutoring. Students receiving a “D” or an “F” in one of these subjects on their fourth quarter report card may be required to attend summer school.

If a WVCS teacher offers tutoring over the summer, families may make arrangements directly with the teacher. Other tutoring programs may be used with approval by the Administrator.

If a child receives three or more D's or F's in the core subjects throughout a school year, their promotion may be in jeopardy.

### *FIFTH GRADE PROMOTION*

In order to participate in the 5<sup>th</sup> grade promotion ceremony, students may not receive more than 2 U's in the fourth quarter.

### *PROMOTION REQUIREMENTS: GRADES 6 – 8*

Summer school or tutoring is mandatory for students who receive a “D” or below in Mathematics or English in the first or second semester. Students must provide proof of completion of summer school or tutoring prior to the beginning of the school year.

If a WVCS teacher offers tutoring over the summer, families may make arrangements directly with the teacher. Other tutoring programs may be used with approval by the Administrator.

### *GRADUATION*

All graduating eighth grade students are required to attend:

1. *Graduation practice*
2. *Commencement Exercises*

In order to participate in the promotion ceremony, students may not receive more than 2 U's in the fourth quarter. During the eighth grade year a student who fails a course that is required for graduation may not be able to participate in the commencement ceremony.

Proper dress and conduct standards will be in effect for all graduation activities, including any school-sponsored grad-night activities. A graduation fee will be assessed to cover cap and gown rental and other costs relating to graduation. All tuition and fees must be paid in full in order to receive a diploma.

### *VALEDICTORIAN AND SALUTATORIAN*

At commencement exercises for graduating eighth grade students, we recognize a Valedictorian (highest cumulative GPA) and Salutarian (second highest cumulative GPA). This determination is made at the end of the third quarter based on GPA and verification of satisfactory completion of eighth grade requirements.

All students who receive a 4.0 GPA or above will be recognized as Valedictorians. The minimum GPA for Valedictorian is 3.80. The student with the next highest grade percentile will be Salutarian. The minimum GPA for Salutarian is 3.50.

In addition, the Timothian Award will be given to a student that exhibits exemplary Christian character.

## **GRIEVANCE PROCEDURE**

In any organization, there will be misunderstandings or disagreements. The mark of a Christian organization is not the absence of problems but the manner in which they are resolved. We must be very careful to practice the principles of Scripture in this regard. The Bible admonishes us in Matthew 18:15-20, to deal directly with the person whom the problem concerns, and to involve no one else.

Our school's position is consistent with the principles of Scripture, in this case those outlined in Matthew 18. A problem will be dealt with at the lowest possible level with the person most directly involved. Problems which are not resolved at that level will then be taken to the next level of authority. In this manner, problems involve as few people as possible, and are resolved as quickly as possible. We ask that students and parents follow this example if they have any grievances with our school. If you have respectfully followed this Biblical principle and are not satisfied, then the next step is to involve the Administrator or his representative.

## **HARASSMENT POLICY**



West Valley Christian School is committed to provide a learning environment that is free from harassment. Harassment of any student by any other student, teacher or employee is strictly prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment will not, in and of itself, create the presumption of wrongdoing. However, a substantiated act(s) of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed false or frivolous charges of harassment will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or school-related activities. It includes, but is not limited to, any of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person

Physical Harassment: Unwanted physical touching, contact, assault; deliberate, impeding, or intimidating interference with normal work or movement

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, such as overt sexual joking

Acts or threats endangering the lives of students or staff members, via written notes, phone calls, internet email, Facebook, Twitter, Instagram, etc., or any verbal or written expressions will be considered a form of serious harassment.

It is the student's responsibility to:

Conduct themselves in a manner which contributes to a positive school environment.

Avoid any activity that may be considered discriminatory, intimidating, or harassing.

Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome, e.g., "Please stop doing that. I don't like it."

Immediately report all incidents of discrimination or harassment to Administration.

Discontinue immediately any discriminatory, intimidating, harassing, or unwelcome conduct of which he/she is accused.

If the harassing behavior continues, the student is subject to further disciplinary action up to and including immediate expulsion from school. The student is also subject to legal ramifications.

It is the parent's responsibility to:

Upon first hearing of harassment from your child, discuss the situation in detail with your child.

Please contact Administration immediately once you perceive that there may be a situation occurring.

WVCS is committed to being a safe environment for its students. Your assistance is needed and welcomed. Withholding such information only allows for situations to grow out of hand. Working through such situations brings closure and the opportunity those involved to mature. We welcome your discernment and concerns.

In certain situations where deemed necessary, legal authorities will be contacted.

## **COMPLAINT AND CORRECTIVE ACTION PROCEDURE**

When one of the school officials designated in this policy receives a complaint, he or she will immediately inform the Administrator. The Administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken. The individual who suffered the harassing conduct will be notified of the results of the investigation and informed that appropriate corrective action has been taken.

In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination or expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction. In certain situations where deemed necessary, legal authorities will be contacted.

### *CONFIDENTIALITY*

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

### *PROTECTION AGAINST RETALIATION*

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or who has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning harassment.

### *WHERE TO REPORT HARASSMENT*

Report incidences of harassment to the following individuals who are specifically authorized to receive complaints, investigate, and respond to questions regarding any form of harassment.

Derek Swales, Administrator  
818-884-4710 x 224

Maggie Rojas, School Counselor  
818-884-4710 x 226

## **HEALTH AND SAFETY**

## *ILLNESS & INJURY*

It is of extreme importance that each parent or guardian provides one or more emergency contact persons for his or her child for our office records. If a student must be sent home due to illness or injury, or if emergency treatment is necessary, the parent/guardian will be notified. If the parent/guardian cannot be reached, the office will contact the person or persons listed as the emergency contact(s). In the event a student needs immediate medical attention, paramedics will be called, parents will also be contacted and the student will be transported to the nearest hospital and will be accompanied by the Administrator or his representative.

Please keep your emergency phone numbers current. Check RenWeb frequently to verify the information record, make any corrections through the "Webforms" link in RenWeb, or write down any additions or changes, and forward that information to the office.

In the case of an accident or illness, your child will be sent to the school office, and if deemed necessary, you will be notified to pick him/her up. Please do not bring your child to school if he/she is running a fever, nor allow him/her to return to school until after the temperature has been normal for at least 24 hours without medication.

If a child's temperature is 100 degrees or above, the parent or emergency contact person will be called and the child must be picked up as soon as possible. The school office will document serious injuries that require parent follow-up or medical attention. Parents will always be contacted if a student sustains a head injury.

Students will be sent home to receive medical attention in the event of pink-eye, lice (See **LICE**), and questionable rashes to ensure the wellness of all our students.

Students who need to be excused from recess/nutrition, physical education (P.E.), or afterschool sports, must have a written note from the parent or guardian.

## *IMMUNIZATION REQUIREMENTS*

Health and Safety Code Sections 120325-120375 of California State law require immunization against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella before admission to school. In addition, 7<sup>th</sup> and 8<sup>th</sup> grade students are required to have had a Varicella vaccine or have the documented date that the student had Chicken Pox, a second MMR, and the Tdap vaccination which, must have been administered ON or AFTER the 7<sup>th</sup> birthday.

WVCS will comply with this law by requiring parents to present the child's immunization record, which must include the student's name, date of birth, name or abbreviation of the vaccine, the date the vaccine was administered, and the name of the clinic, doctor, or office, written or stamped, before attendance is permitted.

WVCS will comply with California state law that dictates that a Child Health and Disability Prevention (CHDP) health examination form is acceptable in place of a physician's

immunization record.

### ***Middle school***

If a student needs to take prescription medication, an inhaler, or any over-the-counter medication, the medicine must be brought to the office, in the original container complete with instructions for administration, on a completed “Permission to Administer Medication” form including an original parent/guardian signature (downloadable from RenWeb). Such medications are administered by personnel in the school office only. \*California Education Code 49423-49423.1 allows a student to carry his/her inhaler, and CE Code 49414.5 allows a student diabetic self-testing and self-administration of medication, however, a Permit to Administer Medication form must still be filed with the school office.

WVCS can only provide Ibuprofen (Motrin/Advil) and Acetaminophen (Tylenol) for students with parental consent by way of the Permit to Administer Medication form. ***We will not make phone calls for verbal permission.*** All other medication brought to the school must be in the original container, and prescriptions must be pharmacy labeled with the following information:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| 1. Student's full name               | 4. Dosage                          |
| 2. Physician's name and phone number | 5. Expiration date of prescription |
| 3. The name of the medication        | 6. Prescription number             |

Medications, including any form of aspirin, are not to be carried by students on campus at any time with the exception of a prescription inhaler provided that the appropriate form has been filed in the school office. Loose pills in baggies are not permitted on the school campus.

### ***MEDICATION***

The following regulations will be observed regarding giving medication to students:

1. Any medication to be taken by a student on school grounds must be administered in the school office by school personnel.
2. Under the California Education Code (#49423), school office personnel may administer prescription medication to a student only upon written request of a physician. Parents must send in the prescription, properly labeled with the student's name, dosage, times of administration, name of physician, and the name of the pharmacy. A parent's note alone is not sufficient authorization for office personnel to administer medication.
3. All prescription medication must be in the original container, properly labeled with the student's name, dosage, times of administration, name of physician, and the name of the pharmacy). Loose pills in baggies are not permitted on the school campus.
4. All prescription and over-the-counter medications must be immediately turned into the office or extended daycare personnel upon arrival at school with the written request. See RenWeb under Resource Documents for Permit to Administer Medication forms. Medications, including any form of aspirin, throat lozenges, and inhalers are not to be

carried by any student at any time without a note from the doctor. This note must have the date, student's name, name of the medication, the dosage instructions, clearly stating that the student is capable of self-administering, and must have the medication on him/her at all times and doctor's signature on the doctor's letterhead or prescription form. NO EXCEPTIONS.

5. Written parental permission is necessary for office personnel to administer any non-prescription medications, including Tylenol, cough syrup, etc. Verbal permission **is not** sufficient. Elementary parents who want the school to administer medication for a headache must bring in Tylenol, Advil, etc., in the original container, to be administered to the student at school. The **elementary** school does not provide medication of any kind. **Middle school** provides Ibuprofen (Advil) and Acetaminophen (Tylenol) only. See RenWeb under Resource Documents for **Permit to Administer Medication** forms.
6. Medicine to be taken at school should remain at school. If you need some for home use, please keep a portion at home.

## HIRING PRACTICES

All of our teachers enter the classroom after they have gone through an extensive hiring and training process which includes the submission of their personal profile of gifts in teaching styles, mastery of subject and experience teaching the applicable developmental age of students. As a condition of employment, a thorough background check is completed.

## HOMEWORK

Homework is designed to reinforce and review material learned in class and to build the character qualities of responsibility, self-discipline, diligence, respect, obedience, and honesty. Fourth through eighth grades are issued assignment books by the school (payment is added to their tuition statement) and should be required to use them by their teachers.

### *Elementary*

1. Homework Work Load
2. Wednesday & Weekend Guidelines
3. Homework Requests
4. Late Work Policy

#### 1. Homework Work Load

The following can be used as a general guideline for the average amount of homework per night. This is based on the "average" child in each grade. It may require less or more time to complete assignments depending on a student's ability, diligence, work pace, and amount of make-up work.

TK/K	As needed	3	30 - 40 minutes
1	10 - 20 minutes	4	40 - 50 minutes

2

20 - 30 minutes

5

50 - 60 minutes

## 2. Wednesday & Weekend Guidelines

Teachers are asked to assign less homework on Wednesday evenings to allow time for students to attend church groups. Teachers will minimize the amount of homework expected to be completed over the weekend. Exceptions would include long-term assignments, book reports, or make-up work

## 3. Homework Requests

When students are absent, parents are required to contact the teacher via email by 9:00 a.m. Homework packets, including the necessary books, should be sent to the office by 3:00 p.m.

## 4. Late Work Policy

Homework is due at the beginning of the school day. Late assignments should be completed as soon as possible. Penalties are assessed once the assignment is turned in:

*Late Assignments turned in...*

- Up to two weeks: 10% penalty
- More than two weeks: 50% penalty.

### ***Middle school***

1. Homework Work Load
2. Wednesday & Weekend Guidelines
3. Homework Requests
4. Late Work Policy

## 1. Homework Work Load

The following can be used as a general guideline for the average amount of homework time per night. Students may be given up to 20 minutes of homework per night, per subject.

This is based on the “average” child in each grade. It may require less or more time to complete assignments depending on a student’s ability, diligence, work pace, and amount of make-up work. These time spans should also encompass the necessary time for reading assignments and a review of class notes.

## 2. Wednesday & Weekend Guidelines

Teachers are asked to assign less homework on Wednesday evenings to allow time for students to attend church groups. Teachers will minimize the amount of homework expected to be completed over the weekend. Exceptions would include long-term assignments, book reports, or make-up work.

## 3. Homework Requests

Middle School teachers normally post their homework on RenWeb each week by 8:30 a.m., of the first day of the week, in conjunction with completing their lesson plans. Teachers should check the accuracy of homework posted daily and input any modifications by 5:00 p.m. Homework posted on RenWeb will be considered the “official” assignments, even if it contradicts with assignment changes spoken to in the classroom.

#### 4. Late Work Policy

Homework is due at the beginning of the school day. Late assignments should be completed as soon as possible. Penalties are assessed once the assignment is turned in:

*Late Assignments turned in...*

- Up to two weeks: 10% penalty
- More than two weeks: 50% penalty.
- After 3 missing assignments per quarter, a “Notice of Concern” will be completed, entered into RenWeb and the parent will be notified via email.

*Missing Homework – Individual Academic Support (IAS)*

When a student is missing (3) homework and/or classwork assignments, an Individual Academic Support (IAS) meeting will be held with the School Counselor. During the meeting, a plan will be developed to address the concern. Students who chronically do not turn in assignments within any quarter may be placed on academic probation. Failure to make satisfactory improvement may result in dismissal from WVCS at the semester.

*Reports and Projects Stipulation*

Long-term reports and projects (assignments given more than one week to complete) are due on the date assigned. If the student is ill on that date, the assignment must be brought in by a parent or friend to receive credit. Projects not turned in on the date due may be assigned zero credit.

## **HONORS**

Students who wish to be considered for the accelerated/honors track in middle school must qualify in three areas: Standardized Test scores, report cards, and work habits: (On occasion, teacher recommendations are solicited.)

1. A student must have scored a stanine (a scoring of 1-9, nine being the highest) of seven, eight or nine on the Stanford Achievement Test (SAT10).
2. A student must have earned an average 3.00 GPA or B average for all core subjects in the semester prior to entry into the honors class and demonstrate excellent work habits and the maturity to handle advanced concepts in all subjects.
3. A student must demonstrate excellent work habits by having homework done correctly and on time and by showing good use of time in class.

A student must maintain a minimum 3.00 grade point average (GPA) or B average in core classes each semester in order to remain in the honors class.

## **INSURANCE**

Student insurance is provided through the student fee. This insurance is secondary to any other insurance coverage parents have for their children. WVCS maintains sufficient coverage for comprehensive liability insurance at all times. This will include student accident insurance covering claims occurring at WVCS and all WVCS-sponsored activities, on or off campus. Expenses incurred for emergency treatment and/or transportation of an injured student are the responsibility of the parents at the time of treatment. Parents may submit expenses beyond what their primary insurance covers for reimbursement. All expenses are subject to review and approval on a case-by-case basis.

## **INTERNATIONAL STUDENTS (HOST)**

WVCS is entering its third year hosting international students. We offer our WVCS families the opportunity to host international students for varied periods of time throughout the year. The students leave their families and stay with our school host families to experience school and American culture. This is a unique and fulfilling opportunity for our school families and the visiting students. The students visiting are elementary through middle school age.

## **LEADERSHIP OPPORTUNITIES**

### *Elementary*

#### *STUCO*

Elementary STUdent COuncil (STUCO), voted upon by their peers, is the governing council, which consists of a president, vice-president, chaplain, secretary, treasurer, and class representatives. Students in third grade may run for a class representative position while fourth grade students may run for all positions with the exception of president. President can only be held by a fifth grade student. In addition to the position of president, fifth grade students may choose to run for all positions.

Elementary Student Council's main goal is to provide Christian leadership opportunities for students in 3rd-5th grades. STUCO will expose students to community service projects, encourage responsibility, and develop goals that better the student, the community, West Valley Christian School, and glorify the Lord.

### *Middle school*

#### *CJSF*

The purpose of the California Junior Scholarship Federation, a statewide organization of more than 600 chapters, is to foster high standards of scholarship, service, and citizenship on the part of students of California's public and private junior high and middle schools. Students in grades seven and eight who meet the academic and citizenship criteria for membership must file a new application for membership each semester. Students who are members for three out of four semesters are eligible for the Honor Member Award which allows them to join CSF beginning



the first semester of ninth grade based upon their previous end-of-the-year report card. Scholarship opportunities are available to members who demonstrate outstanding academic ability and commitment to community and school service. Students meet with their advisor weekly to conduct business and plan student service activities.

### *ASB*

West Valley Christian Middle School is served by its Associated Student Body which organizes and plans various student activities throughout the year. These students meet with their advisor weekly for this purpose. Students are elected to the offices of president, vice-president, secretary, treasurer, publicity, chaplain, and class representative. Students are required to be in good academic standing, citizenship, and Christian commitment.

Middle school ASB members are encouraged to attend the annual ACSI student leadership conferences to network with other student leaders from Christian schools and to further develop their leadership skills.

In order to run for a leadership office, students must be enrolled for the following school year and must meet ASB criteria established for its officer positions.

## **LIBRARY MEDIA CENTER (LMC)**

Each elementary class visits the library once a week during which time students have the opportunity to check out books. Middle school can visit the library during school hours as needed.

### *CHECKING OUT BOOKS*

Books may be checked out for a one-week period. If books are not renewed or returned on their due date, a ten day grace period is initiated. If books are still not returned at the end of the grace period, a fine is assessed at \$.05 a day until the book is returned. The student and parent will be notified of the replacement cost in order to replace the book in the school library. Damaged books will have to be replaced at the borrower's expense.

### *COMPUTER USAGE*

Students are permitted to use the computers in the library media center for word processing and research purposes only. Students may not save any personal files (documents, spreadsheets, research pages, pictures, etc.) to the computers in the library media center. Students wishing to save files must use a personal USB flash drive. Computers on campus may not be used for social networking, emailing, playing games, or other non-school-related purposes.

Before using the Internet, middle school students must turn in a Computer/Internet Use Agreement (downloadable from RenWeb).

### *PHOTOCOPIES*

Students are able to make school-related copies (notes, study sheets, worksheets, etc.) for their personal use in the library media center only at 10 cents per copy. Prepaid copy cards are available in the LMC. Office and teacher lounge copiers on campus are only to be used by faculty and staff.

## **LICE**

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casings.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

## **LOCKERS**

A locker and lock will be assigned to each 5<sup>th</sup> through 8<sup>th</sup> grade student at the beginning of the year when he or she returns the "Locker Agreement" (downloadable on RenWeb) signed by both the student and the parent. Students are not permitted to use any lock other than the school issued locks which are leased for \$15.00 and billed on the August statement. In June, a refund of \$5.00 will be issued to each student for his or her lock returned in good condition or may be applied to the student's account if there is a balance due at that time.

Students' lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the discretion of school authorities, it is deemed necessary to do so.

### *LOCKER GUIDELINES*

1. Students may not switch lockers with another student. Students must use the locker to which that student was assigned.
2. Students must not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility.

Allowing others, even friends, to know a locker combination is the greatest cause for loss of personal items from lockers.

3. Lost locks or locks damaged due to misuse must be replaced immediately through the office. A replacement fee of \$15.00 will be charged to the student's account.
4. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
5. Lockers must be kept clean and in good condition inside and out. Fees for damages will be billed to the parent's account.
  - a. Students should clean out their lockers periodically. No items should ever protrude from the locker causing the locker door to jam or bend or to be damaged in any manner.
  - b. Stickers are not allowed on any part of the lockers inside or out.
  - c. Students must not paste, tape, or place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
  - d. Writing or painting on any part of the lockers is not allowed.
6. Books and personal items not being used in class must be kept in a locker. Items not stored in a locker, but left littering the campus will be turned into the school office.
7. It is unwise to leave valuable items in a locker. Students should leave anything of great value at home. Small items and money should be carried on their person at all times providing that carrying the small items does not violate any other school policy.
8. Students should not enter or tamper with anyone else's locker or lock for any reason.
9. Students/Parents are responsible to pay for any locker damage caused by abuse or in violation of the above rules.
10. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges, and/or other disciplinary action.
11. Any problems with a locker should be reported to the office or to a designated staff member.
12. Students are expected to keep their lockers closed and to lock their locks (including turning the tumbler) when the locker is not being accessed.
13. The school is not responsible for lost, stolen, or damaged goods belonging to students.

If a student's locker is found unlocked, the contents may be removed and held in the school office. Free-standing shelves may be placed inside the locker for organization. Locker checks will be made from time to time. Students will be charged for any damage made to his or her locker.

Students are to place all books, backpacks, lunches, clothing, PE uniforms, and personal items in their lockers. Students may not leave their belongings in the restroom, on the benches, along the hallway, blocking doors, or anywhere outside of their lockers that could be unsightly or cause safety issues. Backpacks, books, personal items, etc., found in restrooms, on the grass field, or lying around the campus may be taken to the office or placed in lost and found. WVCS thanks you for assisting us in keeping this campus clean and safe for all to use.

## **LOST AND FOUND**

Lost and Found locations on campus are located by the elementary restrooms and the middle school restrooms. Items may be claimed by students during recess/nutrition, lunch, afternoon daycare, or nights and weekends when the campus gates are not locked.

All items will be donated to charity periodically. Small or valuable items may be kept in the school office.

Please encourage your student to check their belongings regularly. Clothing and belongings that are labeled will have a higher probability of being returned to their rightful owner. WVCS is not responsible for lost clothing or other items, including electronics or books.

## **LUNCH PROGRAM**

### *ELEMENTARY HOT LUNCH*

Hot lunches are offered to students on a daily basis. Individual lunches may be purchased for \$4.00 in cash. Pre-paid lunch accounts are available in any amount (\$40.00 is recommended). When your child has approximately \$6.00 remaining on his/her account, a notice will be sent home from the cafeteria. If your child has no lunch credit, lunch will be provided, and you will be notified and charged \$4.00. The snack window is open during morning recess. **Students arriving after 9:00 a.m. are not eligible for hot lunch since the lunch count is called in at 9:00 a.m.** Parents may call the office prior to 9:00 a.m. to add a student's name to the lunch count if they know they will be late.

### *LUNCH FROM HOME*

Students who do not purchase hot lunch must bring in a well-balanced lunch. They should also have a healthy snack for recess time and daycare if they will be attending. **Soda and candy are not permitted as snack or lunch items, even when "fast food" lunches are purchased for students** (these items should only be brought to school with teacher permission in the event of classroom celebrations). **Gum is never permitted on campus.** Please make every effort to ensure that your child has a lunch provided at the beginning of the school day.

Parents are permitted to bring in lunches after the school day begins, but are strongly encouraged to follow these procedures so as to not interrupt class time.

Students will not be permitted to call home to make lunch arrangements and will be given and charged for an alternate lunch in the event that they do not have a lunch.

### *Middle school*

Nutrition and lunch are served every day (some exceptions may apply, such as on half-days). The cost of a lunch varies based on types and number of entrees, side dishes and beverages purchased. Pre-paid lunch accounts are available in any amount (\$40.00 is recommended). All items for middle school are sold a la carte. When a student's account dips below \$6.00, the parent will be notified by email.

Students must stay in the lunch area during nutrition and lunch, and they are responsible for picking up their trash.

## **MEDICATION, IMMUNIZATION, AND ILLNESS POLICIES**

See **HEALTH AND SAFETY**

## **OBSERVATIONS**

Parents and other visitors are welcome to observe classrooms. All observations and follow-up discussions must be scheduled in advance with Administration. Scheduling will be at the availability of the teacher.

See **VISITORS ON CAMPUS** for procedures to check in upon arrival on the day of your observation.

During the observation, please wait to speak with the teacher and/or students at their break time as not to disrupt the flow of learning.

## **OFFICE HOURS**

The school office is open from 7:45 a.m. to 4:00 p.m. daily during the school year. Scrip can be purchased in the school office. The school business office is located within the main school office. Families may make payments in the school office or by utilizing the payment drop box located on the outside wall next to the office door.

## **PARENT-TEACHER CONFERENCES**

### *Elementary*

At the close of the first quarter, parent-teacher conferences will be held to assess current progress and establish goals for the remainder of the year. Appointments will be scheduled at 20-30 minute intervals.

Throughout the year, conferences, either by phone or in person, are always welcomed. Parents should contact the teacher directly to arrange the best time to meet.

### *Middle school*

WVC middle school does not require formal parent-teacher conferences for all students. However, parents and students may request a conference with one or more of their student's teachers or with the Administrator at any time during the school year. This is particularly encouraged after report cards have been posted on RenWeb. We want to work closely with the family to help students overcome any difficulties they may be experiencing.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization (PTO) of WVCS is comprised of volunteer parents and teachers who desire to serve the faculty and students. The PTO raises money to provide school-wide enhancements that the yearly tuition does not cover. The PTO takes seriously the biblical admonition to be good stewards of all funds and desires to wisely invest those monies back into the administration, teachers, and students of WVCS. We believe that the PTO best serves WVCS families by providing benefits to the current student body that add to the student life, encourage the teachers and pay for ongoing school traditions.

The PTO champions WVCS in many ways through:

- Fundraising
- Financial contributions
- Support to faculty and staff
- Social events
- Encouragement and support to classrooms through Room Moms/Dads
- Student development

The PTO would appreciate and welcome any new parents who are willing to become a part of a wonderful support group for WVCS and the faculty/staff.

## **PARKING**

See **ARRIVAL AND DEPARTURE PROCEDURES; CARPOOL REGULATIONS**

## **RECOMMENDATIONS FOR STUDENTS**

When a family requests a written recommendation for a student, that recommendation will be completed by a member of the faculty or Administration at WVCS and forwarded directly to the school or organization for which it is intended. Please provide an addressed, stamped envelope at the time of the request. A copy will be filed with the office. These recommendations are confidential. Please allow at least **two weeks** for completion and mailing.

## **RENWEB**

Throughout the year, parents & students will have access to students' current grades (progress report) through WVCS' online database: RenWeb. In addition, RenWeb will provide up-to-date information on school events, calendar updates, athletics, maps to off-campus events, etc. Parents can make changes to their emergency contacts and update their addresses and phone numbers through "Webforms". Parents can also directly email teachers from within RenWeb.

Once the office has your email address on file, you can access your child's record through RenWeb using following the directions below:

1. Navigate to <http://www.renweb.com>
2. Click on the tab entitled "Parents Web Login"

3. First time logging on:  
Enter: School ID: wvcs-ca & click on Submit  
Email Address: (type in the email address WVCS has on file)
4. Click “New Parent Login” → Your password will be emailed to you.
5. Return to the “Parents Web” tab of <http://www.renweb.com> and enter in the School ID, Email Address, and the password that was emailed to you.
6. Click “Parent Login.”

Students may also log into RenWeb to check homework, grades, and missing assignments, etc, by following the instructions above, but by using their own email address (current email address must be on file in RenWeb), and clicking on New Student Login the first time, retrieving their password, and then clicking on Student Login once a password has been obtained. Once logged on, you can change your password by clicking the “Change Password” link.

#### How to Check Grades:

- 1) Once on RenWeb, click on the “Student Information” Link on the left-hand side.
- 2) Click on the “Grades” button.
- 3) Select the class you wish to view.

#### Important Notes on Grades:

##### *Letter Codes Found in the Gradebook*

- A = Absent (student was absent on the day of the assignment)  
→ Student's grade will not be impacted
- E = Excused (student was excused from doing the assignment)  
→ Student's grade will not be impacted
- M=Missing  
→ Student's grade will be impacted (missing assignments count as a zero until completed)
- P = Pending (student has yet to turn in a required assignment)  
→ Student's grade will be impacted depending on the length of time before completion.

##### *Categories*

Class work, homework, quizzes, tests, projects, and participation grades are each entered into separate categories for each class (the types and weight of categories vary by class). For certain categories, particularly participation, grades will only be entered at key points during a quarter. Students’ class grades are not impacted when a category does not have assignments entered in. Contact teachers directly with any questions regarding how student grades are computed.

#### **ROOM MOMS**

**See VOLUNTEERS**

#### **SCRIP**

**See FINANCIAL POLICIES; SCRIP**

## **STUDENT ID CARD**

Each **middle school student** will receive a picture identification (ID) card with their school portrait. Local merchants sometimes offer discounts when a student ID is presented.

## **TELEPHONE**

See **CELL PHONE AND TELEPHONE USAGE**

## **TEXTBOOKS**

See **FINANCIAL POLICIES: TEXTBOOKS**

## **TOYS**

Students may not bring any toys to school, including all types of electronic games, music devices, stuffed animals (exceptions may be made in TK and Kindergarten), card collections, and magazines. (See **DISCIPLINE POLICIES**)

## **TUTORING**

Parents seeking tutoring for their child(ren) should contact their student's teacher and/or school office for a referral. Teachers may also recommend that a student receive private or group tutoring throughout the school year.

## **VALEDICTORIAN AND SALUTATORIAN**

See **GRADUATION AND PROMOTION: VALEDICTORIAN AND SALUTATORIAN**

## **VISITORS ON CAMPUS**

WVCS is a "Closed Campus". Visits are limited to prospective parents or parents who wish to visit a particular class during school hours. Alumni may conduct business in the school office during regular office hours. We encourage alumni to visit the school campus at open events after regular school hours, such as sporting events. Friends of students are not allowed on campus between the hours of 7:45 a.m. and 6:00 p.m. We request that visitors follow these guidelines when visiting:

1. Call the office with your request to visit. Teachers will be consulted as to the best time for your visit. You then will be contacted with the approved visitation time.
2. Report to the office upon your arrival on campus the day of your visit. Please present your driver's license or motor vehicle keys in exchange for a visitor's badge. The visitor's badge must be worn throughout your stay on campus.
3. Engage the teacher in conversation only during the teacher's free time.
4. To minimize disturbing class routine, we limit visits to 30 minutes or less unless otherwise approved in advance by administration.
5. Upon leaving, return to the office to sign out, return the visitor's badge, and receive your driver's license.



## **VOLUNTEERS**

Parents are the backbone of WVCS' program. The following is a list of some areas in which your service would be much appreciated. More opportunities will be announced throughout the school year.

- Aide in the classroom, library, office, or cafeteria
- Field trip chaperone
- Event support
- Campbell's and Box Top label tabulator

### ***Elementary***

Typically, each teacher chooses one of their student's parents as the head "Room Parent." The main duties of a Room Parent are to organize and plan classroom activities as designated by the teacher. Parents interested in becoming the Room Parent should let their teacher know at the beginning of the school year. In some circumstances, teachers may select Co-Room Parents to share responsibilities.

## **WISH LISTS**

There are often items that teachers could use to be more effective and enhance the students' educational experience. Teachers are encouraged to list these requested items on a "Wish List" that is made available to our school community. These items are sometimes expensive, and the school budget cannot necessarily afford to pay for them. Often these items are provided by parents and others who donate them to the school. Consult the office to obtain this "Wish List" or if you have an item that you want to donate.

## **WITHDRAWAL AND TRANSCRIPTS**

Should it become necessary for parents to withdraw their children from WVCS during the school year:

1. A letter must be sent to the West Valley Christian School Board requesting permission to be released from their contract with the school. This letter should contain the expected date of withdrawal, the reason for withdrawal, and the students' new home and school addresses.
2. On the last day of school attendance, the
  - a. ELEMENTARY STUDENT must return all textbooks, library books, and other school property.
  - b. MIDDLE SCHOOL STUDENT should
    - i. Report to the school office at the beginning of the day to pick up a withdrawal form.
    - ii. The student must turn in any book that is school property and present the withdrawal form to each teacher to be signed at the beginning of every class block.

- iii. Clearance from the athletic department, the librarian, the school bookkeeper, and the cafeteria must be obtained by the student or parents, as appropriate.
- iv. At the end of the school day, the student must return the form along with his/her lock and other school property.

No family will be released from its contractual obligation to the school until all conditions for release have been met, financial and otherwise.

Report cards (K-5) or official transcripts (6-8) will be forwarded to the student's next school when a written request is received from the school.

## **YEARBOOKS**

Each student is entitled to a copy of the school yearbook as long as his/her account is current. The cost of the yearbook is covered by the student fee. Extra copies are available for sale. Yearbooks are "memory keepers" and should be autographed with respect and neatness.

Students who choose to write inappropriate comments or deface another student's yearbook will purchase a new yearbook at their own expense. A defaced yearbook will remain the property of the original purchaser.



**West Valley**  
**Christian School**  
*College Prep From Preschool*