

**ELEMENTARY
PARENT/STUDENT HANDBOOK**

2009-2010



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BEGINNINGS & DIRECTIONS

School Beginning

- ◆ When did Village Christian Schools (VCS) begin?

Christian Distinctive

- ◆ Why is Christian part of the name?

Mission Statement

- ◆ What is the mission of Village Christian Schools?
- ◆ How does the school carry out the Mission Statement?

Leadership

- ◆ Who is in charge of the school?
- ◆ How does the leadership at Village work?

Becoming A Teammate

- ◆ How can I become a Christian?
- ◆ How can I show others I love Jesus?

SCHOOL BEGINNING

When did Village Christian Schools begin?

Village Christian Schools began in 1949. That means over 50 years ago people at Village Church decided that they wanted to start a Christian school for children. It was to be open to all children whether they went to Village Church or another church or no church at all. The first classes were taught at Village Church in Burbank. It was named Village to honor the church members who started the school. Today the members still work hard and pray for the school.

CHRISTIAN DISTINCTIVE

Why is Christian part of the name?

The word “Christian” is a very important part of the school name. It identifies the school with the Lord Jesus Christ. The people who founded the school wanted God's word, the Bible, to be taught. They wanted the students and the parents to know Jesus too and to follow Him. The Bible teaches us how to have a personal relationship with Jesus Christ and how to live each day.

MISSION STATEMENT

What is the mission of Village Christian Schools?

It is the mission of Village Christian Schools to provide a distinctly Christian Education by:

1. Encouraging students and parents to have a relationship with Jesus Christ.
2. Teaching discipleship through example and practical application of God's word.
3. Encouraging students to develop to the fullest the spiritual, intellectual, aesthetic, physical, and social gifts given to them.
4. Offering students every opportunity to excel in academic studies, athletic competition, and social growth.
5. Keeping before them their need for spiritual maturity in proportion with their age and experience in faith, so that every student can become a productive member of society.

How does the school carry out the mission statement?

Village Christian School carries out the mission statement by meeting the requirements of the State Department of Education and adding some of our own. Bible is taught in each class and additional activities are offered for those who are interested. These activities include, Elementary Honor Choir, Strings, Band, Math Club, Techno Kids Club, and other Enrichment classes. This means that Elementary Students may join Honor Choir (3rd – 5th grade),

Elementary Strings or Band (4th – 5th grade) program. Watch for information in your weekly folder.

EXPECTED SCHOOL WIDE LEARNING RESULTS

What can I expect to learn as a VCS student?

Graduates of Village Christian Schools will be able to demonstrate (or will have experienced) the five following criteria.

1. Each student will be encouraged to develop a personal relationship with Jesus Christ.
2. Each student will be able to describe a Biblically based relationship with Jesus Christ.
3. Each student will acquire a basic core of knowledge and skills that are foundational to academic success.
4. Each student will demonstrate personal responsibility.
5. Students will demonstrate courtesy and respect toward all individuals.

LEADERSHIP

Who is in charge of the school?

Several people work together to guide the school in a positive direction: These people include the Board of Directors, Superintendent, Elementary Principal, and Student Services Coordinator. They are dedicated to working with the students, parents, and staff to make Village Christian Elementary School the very best school possible.

How does the leadership at Village work?

The School Board makes important decisions about the policies of Village Christian Schools. Each board member loves Jesus and prays much before they make decisions. They volunteer their time each month to meet and discuss issues about the school. Remember to pray for them and thank them for their work.

The person on campus who leads Village Christian Schools is the Superintendent, Dr. Ron Sipus. He works hard to make the Elementary, Middle, and High Schools the very best.

The Elementary School is led by Mr. David Vegas, Principal, and Mrs. Judy Mandl, Student Services Coordinator Assistant to the Principal. They insure that the daily operations of the Elementary School run smoothly through the year.

BECOMING A TEAMMATE

How do you become a Christian?

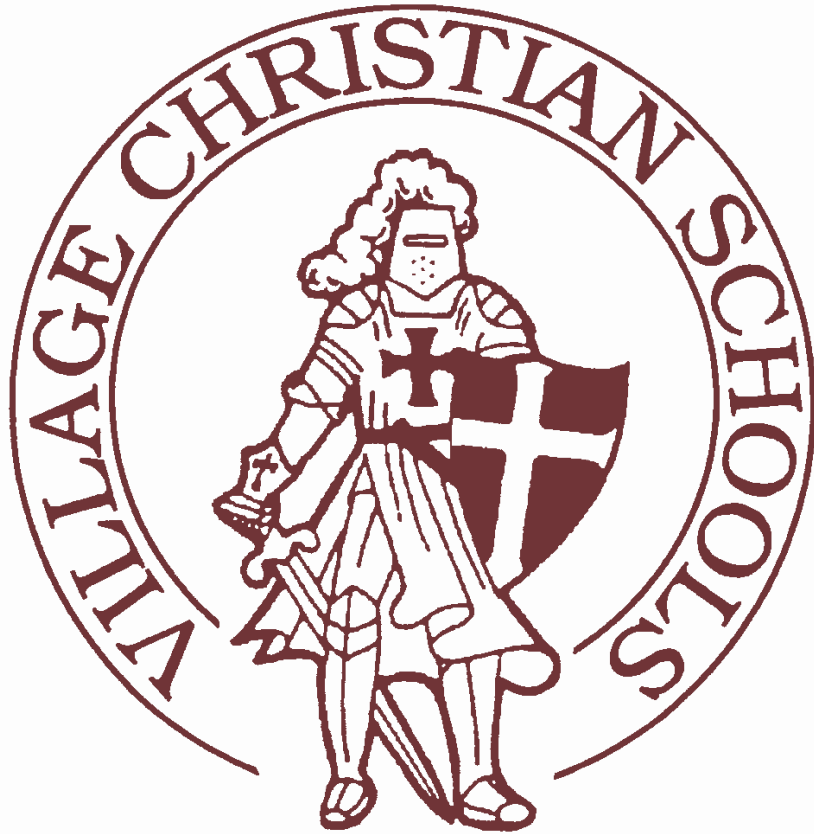
Jesus is God's wonderful gift to us. The Bible in John 3:16 says, "For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life." This means if you believe that Jesus Christ is God's Son and that He came to

earth to teach us how to live and then died for us, we will have eternal life. Why did Jesus need to die for us? Romans 6:23 says, "For the wages of sin is death, but the gift of God is eternal life in Jesus Christ our Lord." Because we sin and do wrong and selfish things we need God's forgiveness. Jesus came to earth, lived, died, and rose again that we may have life and forgiveness in Him. We become Christians when we believe that Jesus Christ is God's Son who came to earth and died on the cross to pay for our sins. We pray and ask Jesus to forgive us for our sins and thank Him for being our Savior. By receiving God's gift, Jesus, we become Christians. Then we share the good news with others. Romans 10:9 & 10 says, "That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised Him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved."

How can I show others I love Jesus?

Your attitude, words and actions toward your classmates, teachers and school staff reveals what is in your heart. Jesus said in Luke 6:45, "A good man out of the good treasure of his heart brings forth good; for out of the abundance of the heart his mouth speaks." As you have your heart filled with the good treasure of God's Word, you will respond with kind and encouraging words to others. Because you love Jesus you will honor those around you, obeying teachers and leaders as God directed.

VCS is a Christian school. It is important that we follow God's Word. 1Peter 2:17 says, "Honor all people. Love the brotherhood. Fear God. Honor the King." Therefore, actions or words which hurt or put down another person will not be allowed. **Name calling or racial slurs will not be permitted.**



ACADEMICS

Academic Probation

- ◆ What is academic probation?

Accreditation

- ◆ Does the school get evaluated to see if it is doing a good job?

Curriculum

- ◆ So, what do I learn in school?

Summer School

- ◆ Who goes to Summer School?

ACADEMIC PROBATION

What is academic probation?

Academic probation is a period of time when a student needs special help with their schoolwork. A student who receives two or more failing grades on a report card is put on academic probation and may possibly be dismissed from school if improvement is not made. At Village Christian Schools the teachers and administrators care about a student's success. When a student continues to fail, that is a signal that they need special help. The teachers and administrators work with the parents and student to determine how best to help the student. Sometimes an Early Bird class, tutoring or summer school is required to provide the re-enforcement needed to get the student back on the road to success. Occasionally other outside resource people like doctors, counselors, or therapists help in understanding and meeting the student's needs. Sometimes that help is best given at a different school.

Bible is a very important subject at Village Christian Elementary School. The Bible is God's message to us. He tells us about Himself, His love and care for us, and how to live an abundant life. When we follow His Word, we have true joy, peace, and happiness. Bible memory work is to be part of the weekly assignment.

All papers receiving a failing grade will be given to your parent for signature. The work is to be corrected and returned to the teacher the following day.

ACCREDITATION

Does the school get evaluated to see if it is doing a good job?

Yes, and this evaluation is called accreditation. Village Christian Schools is accredited by the Western Association of Schools and Colleges. An educational committee from WASC comes on campus and evaluates the school. Village Christian Schools answers many questions about the curriculum and the operation of the school. The WASC committee then gives a report with recommendations to the school. It is similar to a student receiving a report card.

Village Christian Schools is a member of the Association of Christian Schools International. The membership allows the school to share with other Christian schools ideas and information on education.

CURRICULUM

So, what do I learn in school?

The curriculum is the plan of what the students learn in school. The entire curriculum is designed to meet the students' needs spiritually, mentally, physically, and socially. Because Village Christian Schools goes from Junior Kindergarten through 12th grade, teachers from the different grade levels work together so that students build each year on the previous

year's knowledge. The Language Arts Program is called Spalding and is based on The Writing Road to Reading. It is a total language arts program. Spalding teaches phonograms (letter sounds), reading and spelling rules, how to critically think and solve problems, and how to communicate effectively through the spoken and written word. Mathematics, social studies, science, PE and music follow the California State Framework. This means that students study the subjects required for that grade level in the state of California. Each academic area is reviewed on a seven-year adoption cycle. Bible is also taught as an academic subject. The emphasis in Bible is to teach the authority of the Word of God, to exalt Jesus Christ as Savior, Lord and friend, and to assist students as they mature spiritually. Biblical truths are also integrated into the student's daily academic studies and behavior. Students will also receive instruction in the Spanish language, computer skills, and art. Children are encouraged to achieve at their highest level in all areas. The teachers will explain the curriculum further to parents on Back to School Night. Ask them to share with you what the teacher told them.

Why do I have to take a Standardized Test each spring?

The SAT 10 test provides us with the opportunity to gauge how well our students are doing when compared to other students across the United States. When you receive your SAT 10 "Student Report" you will want to look at the column entitled "National PR-S". This column will tell you how well you did when compared to other students who took the same test at a comparable time of the school year. These students are referred to as a "reference group". If, as an example, your "PR" or Percentile Rank was a 75% it means that you did as well as or better than 75% of the reference group students who took the same test at about the same time of the school year. Because the "reference group" represents students across the nation, this information allows teachers, principals, parents, and you to know how well you are doing when compared to students not only in California, but across the United States.

The "S" that is a part of the "National PR-S" column refers to what is known as a Stanine (S). A Stanine indicates your standing when compared to the "reference group", the students who took the same test at a comparable time of the school year. If you receive a Stanine of 1, 2, or 3 it means that your performance is considered below average; a Stanine score of 4, 5, or 6 means that you are average; and a score of 7, 8, or 9 tells us that you are above average when compared to students in the "reference group". So, with the example we used above, the sub-test under the "National PR-S" column would read "75-5". You would read this number in this way – you did as well as or better than 75% of the students who took the same test at about the same time of the school year and were ranked at the 5th percentile or were considered average when compared to the students in the "reference group".

What if my scores on the Standardized test are not very high?

Please do not be discouraged if your scores are not as high as you had hoped. A Standardized Test, although it measures your progress for the year when compared to the "reference group", does not tell us everything about who you are. You may have other wonderful abilities that are not measured by the SAT 10 test. You are a child of God and He does not look at you on the basis of any kind of test. A SAT 10 assessment is just one measure of how well you do within the academic program at Village. There may be other areas in which you excel that you should feel very good about! Most importantly, you should know that God has created you and given you all of the gifts and abilities that you will need to

be the success He wants you to be in life!

Is the Standardized Test used for other purposes at school?

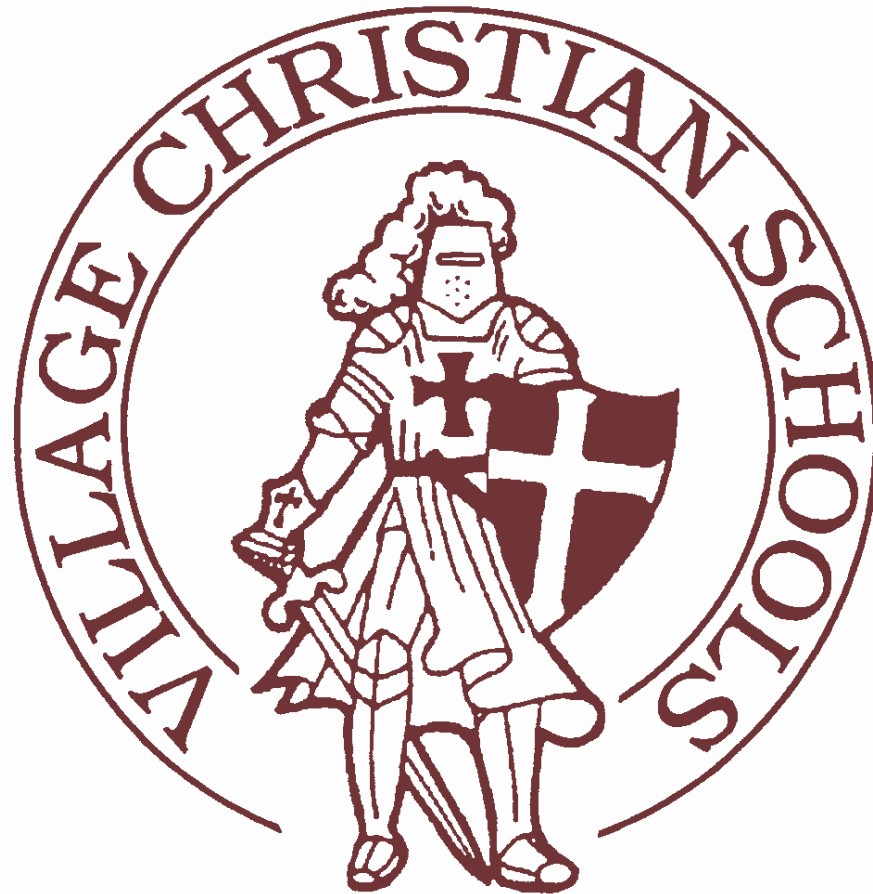
The answer is yes! In the Elementary Department each grade level is referred to as an Instructional Grade Level Team. The Team is lead by a Lead Teacher within that grade level. In the fall of each school year, the Instructional Grade Level Team meets to see what academic improvements they can consider for the new school year. The Standardized Test provides the Team with the information they need to identify two to three areas they will focus on for improvement in the new school year. The information they receive from the Standardized Test becomes crucially important to the improvements you see in the classroom from year to year.

SUMMER SCHOOL

Who goes to Summer School?

Summer school is for anyone who wants to learn something new or fun, or needs some extra help in Spalding or math. Summer school is 6 weeks long. It begins the middle of June and runs through July. Village Christian Schools Summer Programs booklet comes out in April. Watch for it in your folder! It will give you information on all of our summer programs including Summer Day Camp and Summer School Child Care.

Sometimes students are required to go to summer school because they are having a hard time with their studies. Students who received D's or F's on their report card during the 3rd and/or 4th quarter of the school year may be required to attend. If you are receiving these low grades, please talk with your teacher about how you can improve them, and encourage your parents to talk with the teacher as well, so they can work together to help you. If you are required to attend Summer School, no more than three absences are permitted during the six weeks of Summer School. Students who have 1 D in the 3rd quarter or would benefit from the extra academic help will be strongly recommended to attend Summer School.



STUDENT AWARDS

What kinds of awards are given at VCES?

- ◆ Academic Honor Roll
- ◆ Citizenship Awards
- ◆ End Of The Year Chapel/Classroom Awards
- ◆ Fifth Grade Culmination Awards

STUDENT AWARDS

What kinds of awards are given at VCES?

There are many different awards given at VCES. Teachers, Campus Aides and Administrators desire to honor students who work hard in their studies and make good choices in their behavior. Listed below are the awards with their criteria:

Village Christian Elementary School Awards

Academic Honor Roll

Honor Roll

- ◆ 3rd through 5th grades
- ◆ Awarded each quarter
- ◆ Each student earning all A's in academic subjects
- ◆ Gold seal affixed to certificate if the student earned an A or E in conduct
- ◆ Bumper sticker given to parents "Honor Roll Village Christian School"

Principal's List

- ◆ Awarded each quarter
- ◆ Each student earning one B with all remaining academic grades an A
- ◆ Gold seal affixed to certificate if the student earned an A or E in conduct

Citizenship Award

Student of the Month

- ◆ Awarded monthly in grade level chapels
- ◆ Teachers choose students from class

Criteria:

- ◆ Has shown steady effort or great improvement in effort toward academic or behavioral excellence
- ◆ Shows compliance with the character traits discussed in class
- ◆ Has been a good example to peers in classroom conduct
- ◆ Has shown consistent cooperation in all school life
- ◆ Has an interest in spiritual growth; has a positive attitude

Caught Being Good

- ◆ Awarded daily to those students "caught" being good
- ◆ When a student collects three, the student comes to the Elementary Office for an award during first recess
- ◆ The student's name is also added to a drawing for chapel time with others from his/her grade level. One name is drawn each month at chapel

Semester Perfect Attendance

- ◆ Issued each semester
- ◆ Student was present every school day of the quarter [A gold seal will be given in special recognition of those who have no tardies]

End of the Year Chapel/Classroom Awards

Perfect Bible Memorization Award

- ◆ Memorized perfectly all Bible verses from the school year

“Christian Attitude” Award

- ◆ Students that display the most Christ-like attitude and demonstrate Biblical principals (i.e. Kindness, helpfulness, honesty, sportsmanship, a forgiving spirit and sensitivity to others)

Perfect Attendance Award

- ◆ Every student that maintained perfect attendance throughout the school year [Special recognition will be given to those who have no tardies]

Outstanding Students of the Year/ “Crusaders of the Year”

- ◆ Two top citizens per classroom

Outstanding Spelling Award

- ◆ 3rd through 5th grade
- ◆ Top speller in each class based on Morrison-McCall scores (2 may be given if there is a tie)

Most Improved Spelling Award

- ◆ 3rd through 5th grade
- ◆ Student in each class who has shown the most growth in Morrison-McCall scores for the school year (2 may be given if there is a tie)

Certificate of Merit

- ◆ Given for outstanding academic or character achievement as desired by classroom teacher
- ◆ Honors each student uniquely

Fifth Grade Culmination Awards

Outstanding Academic Achievement

- ◆ Scholarship given by PTF (\$250.00)
- ◆ One student from each 5th grade classroom
- ◆ Student with the highest GPA for the school year

Crusader of the Year

- ◆ Scholarship given by PTF (\$250.00)
- ◆ One student from each 5th grade classroom
- ◆ Student who throughout the entire 5th grade year has displayed a strong Christ-like character
- ◆ Knowledge of Biblical principles
- ◆ Applied Biblical principles to lifestyle
 - ◆ Kindness
 - ◆ Helpfulness
 - ◆ Sportsmanship
 - ◆ A forgiving spirit
 - ◆ Sensitivity to others



PROCEDURES

Accidents

- ◆ If I have an accident at school what should I do?

Arrival/Departure

- ◆ What do I need to know about my arrival to and departure from school?
- ◆ What is the procedure if I need to leave school early?

Child Care

- ◆ Is there anything special I need to know about Child Care?

Discipline

- ◆ What happens when I make a poor choice at recess or at lunch?
- ◆ What happens if I am sent to the office for a wrong choice?

Dress Code

- ◆ What kind of clothes do I wear to school?
- ◆ What happens if I dress improperly for school?

Emergency Messages

- ◆ Can my parents get an emergency message to me during the day?

Food on Campus

- ◆ What is proper regarding food and drinks on campus?

Homework

- ◆ What do I need to know about homework?

Lost & Found

- ◆ What do I do if I have lost something?
- ◆ What should I do if I find money?

Medical/Health Concerns

- ◆ If I become ill at school, what is the procedure?

Pets at School

- ◆ May I bring a pet to school?

Problems

- ◆ What do I need to do when I have a problem?
- ◆ Who do I go to for help when I cannot solve a problem?

School In General

- ◆ What do I need to know about the school rules?
- ◆ Are there any stores on campus where I can buy supplies and gifts?
- ◆ What do I do when I am tardy or have been absent?
- ◆ Can I get make up work if I am absent?
- ◆ Can my parents visit me at school?
- ◆ What do I do when I need a work permit?
- ◆ Is there anything I should not bring to school?
- ◆ Are there any specific rules for classroom conduct?
- ◆ How are students placed in their class?
- ◆ When may I enter a classroom?
- ◆ Playground Recess/Passes

ACCIDENTS

If I have an “accident/wet pants” at school, what should I do?

Let your teacher or campus aide know about the problem. They will give you a pass to the Elementary Office. One of the secretaries will call your parents and ask them to bring you a change of clothing. If you are in Kindergarten or 1st grade, it may be wise to have a change of clothing in your backpack for emergencies.

ARRIVAL/DEPARTURE

What do I need to know about my arrival to and departure from school?

Your parent or carpool must use the main school driveway to drop you off. There is NO DROPPING OFF and/or PICKING UP off of our school campus. The central office will send detailed information to your parents. It's very important that your parents and you follow the rules and direction of the traffic helpers. You should never go into the parking lot without your parents or without help from one of the traffic helpers telling you it is safe to cross. The Elementary Parking Lot is NOT to be used as a Drop-off and/or Car line. It is only to be used by STAFF with reserved parking for that lot or disabled drivers who have special parking designated to them.

The classroom teacher will open the classroom at 8:20 am each morning. If you wish to get a drink or use the restroom, do this before 8:20 am. Secure permission from the Campus Aide before leaving the playground.

If you get out of school at 3:05 pm it is very helpful, for traffic reasons, if your parents do not arrive on campus before 3:00 pm. This will allow High school and Middle School parents to move through the pick-up zone first. Also, please use all open parking spots on campus because there will be NO waiting in your cars on the streets to enter campus. Cars must be moving at all times to help eliminate the afternoon traffic on the street. You will be directed to spaces along the driveway and Lot B, by the Administrative Building (complete information will be mailed to all parents).

Kindergarten is dismissed at 2:55 pm. Kindergarten students are picked up at the red tables until 3:15 pm (rainy days in the Auditorium). At 3:15 pm the remaining children are checked in to Child Care. If any child is picked up at 3:30 pm or later, the clock is backed up to 3:05 pm for charges.

All other classes are dismissed at 3:05 pm. The teacher will release you to walk to Child Care, your pick-up point or the bus. Go directly to your pick-up point, which is in front of Child Care or the Chapel area. Elementary students are not to be anywhere else on campus unless under the supervision of school authorized personnel. At 3:30 pm you are to check in to Child Care if your ride has not yet arrived. You are to go directly to Child Care after school if your ride home will be later than 3:30 pm.

The school buses leave VCS at 3:15 pm. Should you miss your bus, **GO DIRECTLY TO THE TRANSPORTATION DESK IN CENTRAL OFFICE. YOUR PARENTS WILL BE CONTACTED TO COME AND PICK YOU UP. DO NOT WALK HOME.** Remember: Bus conduct may be included as part of your report card conduct grade. Be courteous, kind and thoughtful to the driver and those around you. Please refer to Appendix A for specific information regarding the Transportation Department.

Should your parents come at the end of the school day to pick you up, they need to wait at the lunch area until 3:05 pm. This helps to keep the hallways open and prevents distractions from the teacher's instructions in the classroom.

What should I do if I need to walk home from school or from the shuttle site?

Ask your parents to complete a permission slip in the Elementary Office. You will then receive a "walking pass". Keep this pass with you, and show it to the Traffic Staff person at the school gate, or at the shuttle site each day as you leave.

What is the procedure if I need to leave school early?

If your parents need to pick you up during school hours, they must first get a release slip from the Elementary Office before going to the classroom. Because we want our students to be safe, your parents will need proper identification, such as a driver's license or a photo ID. If the person picking you up is not a parent, the Elementary Office will need a note of request prior to the date from your parent or the person will need to be named on the list of persons who may pick you up.

Please refer to Appendix G for detailed shuttle information.

CHILD CARE

Is there anything special I need to know about Child Care?

Child Care is a part of Village Christian Schools. The Student Services Coordinator is Mrs. Judy Mandl. Child Care offers before school care from 6:30 am to 7:45 am and after school care from 3:05 pm to 6:30 pm. **All Elementary students are to be in Child Care during this time when on Campus unless they are involved in another VCES approved program (Early Birds, Math Club, Village Christian Schools Enrichment or tutoring).** The Child Care rules are the same as school rules for restrooms, cafeteria and the playgrounds. The same discipline plan is followed during the school day as well as before and after school hours.

Remember, children must check into Child Care at 3:30 pm if their parents or carpool has not picked them up. The parents are charged from 3:05 pm on. There are no exceptions.

- ◆ Parents check children out on the checkout computer located at the north end of the 10-building.

- ◆ Children ***are not*** allowed in the teacher's classroom after school unless they are being tutored or have specific homework assignments to make up. In either case, this must be pre-arranged between teacher and student. Children must first check in to Child Care and then let the staff know what room they will be in.

Again, children must never leave the Kindergarten or 1st grade playground area without permission at any time.

Specific information on Child Care may be found by referring to Appendix B.

DISCIPLINE

What happens if I make a poor choice?

First, either your teacher or a Campus Aide will talk with you about better choices you could have made.

The second time you make a poor choice, you might receive a consequence, such as a time out, or writing a letter of apology. A discipline report will be written, and you will receive a copy to take home for your parent's signature. You will need to return the signed disciplinary referral to the Elementary Office the following day.

The third time you make a poor choice, you will be given a consequence of "school service", such as campus clean-up, or a written assignment that will help you remember how to respond to problems differently in the future.

Serious offenses, such as fighting or disrespect to another person, will immediately be referred to the Principal or the Student Services Coordinator.

Begin each day with a fresh start. Learn how to make kind and loving choices. The teachers and Campus Aides will be looking for those good choices, and want to encourage you when you make them. You might receive a "Caught Being Good" coupon. Three coupons may be redeemed in the Elementary Office during the AM recess only. At times, the Assistant Principal may choose to call your parents and share with them the wise choices you have made. Above all, remember that God is pleased when we make choices that honor Him and others.

The above system is a general pattern, and it may be altered if the leadership believes it is in your best interest to do so.

What happens if I am sent to the office for a wrong choice?

Usually, the Assistant to the Principal will talk to you. She will ask you to tell her what happened. Next she will ask you to tell her what other choices you could have made. Sometimes she will talk to other people to better understand the problem. Assistant to the Principal will talk with you about your choices and the consequences for those choices. She

will ask you if you'd like to pray. If you do not wish to pray, she may pray for you. Often your parent will then be called and you may talk with them, and explain how you are going to deal with the problem.

Elementary Office Discipline Plan

When a student is referred to the Elementary Office for discipline, the staff person sends a Discipline Report with that student. In the event of a "severe case", the staff person may accompany the student to the office and write the report at the office.

The following steps are a general pattern and may be adjusted as warranted:

- 1st Visit - Conference with student, appropriate consequence, possible parent contact
- 2nd Visit - Conference with student, parent contacted, special assignment, possible in-house suspension
- 3rd Visit - Parent-Student-Teacher-Administrator conference and/or suspension, Principal notified
- 4th Visit - Suspension and/or placed on probation or possible expulsion, Principal notified

Severe Case – Serious offenses of fighting, possession of a knife, gun, drugs, or disrespect to staff member or student may result in suspension and/or expulsion.

Note: When the student arrives at the office with the discipline referral, the referral will be punched by the time clock. It will be punched a second time when the student leaves. Should the Principal or Student Services Coordinator be unable to see the student within a short period of time, the student will be sent back to class and called back at a later time.

DRESS CODE

What kind of clothes do I wear to school?

All students at Village will be wearing uniforms purchased through the True Grits Company. They provide a variety of items from which you may choose. Information about buying your uniforms can be found online at www.truegrits.com or by visiting the True Grits store located at: 6120 San Fernando Rd, Glendale, CA 91201, Phone: (818) 507-4892. Your uniforms must be clean, suitable to your physique, neither too tight nor too loose or big. Shorts and pants must fit the waist and crotch areas. ***Please make sure to put your child's name on all their clothes.***

Colors

- ◆ Polo shirts: red, navy and gray
- ◆ Pants, shorts and skorts: khaki, navy
- ◆ Skirts 4th & 5th grade only: plaid
- ◆ Jumpers: plaid
- ◆ Any shirts worn under Polo's must be solid colors (khaki, navy, black, white, red, dark green, gray or yellow only...sorry girls, no pink)

Socks, Tights, Leggings

- ◆ Must be solid color
- ◆ No fishnet or patterns on tights or leggings (solid colors: khaki, navy, black, white, red, dark green or yellow only)

Belts

- ◆ If the clothing article has belt loops, then a belt must be worn
- ◆ The belt can be black, brown, khaki, navy, white or red

Shirts

- ◆ Girl's sweater shells do not need to be tucked in
- ◆ All polo shirts, boys and girls, may be worn out or tucked in

Hats

- ◆ We will keep our current policy of no hats unless there is a health issue or designated "hat day"

Skirts

- ◆ Girl's must wear bike shorts, leggings or tights under their skirts and jumpers
- ◆ All ages: Minimum length-no more than 3 inches above the top of the knee while standing

Shorts

- ◆ Girl's-minimum length must be at least mid-thigh (all clothes must fit properly)
- ◆ Boy's shorts must be worn on the waist, exposing no undergarments

Pants

- ◆ Boy's pants must be worn on the waist, exposing no undergarment
- ◆ Girl's pants may not be altered into Capri pants

Sweatshirts/Sweaters

- ◆ VCS Elementary sweatshirts are the navy zip-up and the navy or red crew neck sweatshirt. The VCS Elementary sweater is the navy cardigan or red sweater shell (girls only). These logo items may be purchased from True Grits.
- ◆ Zip-up sweatshirts in solid navy (only) and crew neck sweatshirts in solid navy or red without logos or lettering are also acceptable.

Outerwear-Jackets

- ◆ Coats or jackets without excessive advertisement or logos are acceptable
- ◆ No trench coats
- ◆ The jacket displaying our logo is an optional item

Designated Theme day or Week

- ◆ We will continue to have theme days or theme week
- ◆ Families will be notified in advance of the appropriate dress code for these days

After School Activities

- ◆ The students will continue to wear their uniforms while in child care or while participating in after school activities or clubs.

How can I wear my hair?

Hairstyles are to be simple, clean and well groomed, not colored. Your head may not be shaved in portion or in total. Your hair is not to be hanging in the eyes. Boys' hair is to be no longer than the top of a dress shirt collar or ear lobe length. Ponytails on boys are not acceptable.

What kind of footwear can I use?

Shoes are to be worn at all times. Remember that you will be running and playing. Wear shoes that are clean, safe and support your feet. These include tennis shoes, street shoes and sandals with a heel strap. Keep the heels low. Shoes may not have wheels. Socks must be worn at all times.

Accessories are fun to wear. Keep your jewelry simple and in good taste. Girls may wear stud earrings. Dangling earrings are not permitted for safety reasons. Hats and head attire including bandannas and sunglasses are not allowed unless there is a health issue. Make-up and tattoos are not appropriate for school. Dress code is enforced on special "Dress up" days.

What happens if I dress improperly for school?

The teacher or school staff person will remind you of the school dress code. You will be given a dress code violation slip to take home to your parents. This is to let your parents know what the problem was with your school dress for that day. Should the violation be severe or repeated, your parents will be called and asked to bring proper school clothing. Should you continue to come to school improperly dressed, you may be referred to the Elementary Office.

EMERGENCY MESSAGES

Can my parents get an emergency message to me during the day?

Plans need to be set before you come to school. However, sometimes plans must be changed, and you need to be notified of these changes before you leave school. Emergency messages, called a “Hot Box Message”, can be delivered at the end of the day. **These should be for emergencies only. Your parent would need to call the Elementary Office before 2:30 pm.** They would give the message to one of our helpful secretaries. The message is written down and delivered to you at the end of the day.

FOOD ON CAMPUS

What is proper regarding food and drinks on campus?

Breakfast food can be eaten at the red tables by the Cafeteria or at the red tables on the playground. When you are finished eating, throw away your trash, then you may play. No food is allowed on the playground or field. We want to keep our school clean.

Follow your teacher’s instructions about the best place to eat your snacks during recess. Please make sure to throw your trash away before playing.

Lunch food and drinks are to be eaten only at the red tables by the Cafeteria. Lunch tickets are purchased in the cafeteria only. There will be no “free buy” for any Elementary students during lunch.

Elementary students are allowed in the Cafeteria before school (breakfast), and after school until 3:30 pm. Elementary students are not allowed in the Cafeteria during morning recess to get a snack.

Cafeteria Rules

- ◆ Eat your own food. Due to health reasons, sharing is not allowed.
- ◆ Use soft voices.
- ◆ Clean up your mess.
- ◆ Stay seated. Get permission to leave the table.

HOMWORK

What do I need to know about homework?

It is the school's policy not to assign homework on Wednesday night so that families may participate in their church mid-week activities. However, incomplete or improperly done class work may be sent home any night. The attitude of parents toward their child's homework is most important for it has a great influence on the way a child feels about it. In order for parents to help their children make the best use of the time we suggest:

- ◆ Set a definite time and place for study, in a quiet environment
- ◆ Take an active interest in what your child is doing
- ◆ Give encouragement, but do not do the work for your child
- ◆ Give personal supervision where it is needed
- ◆ Follow teaching methods used in school
- ◆ Discuss ideas presented in the classroom
- ◆ Conference with the teacher as to specific help needed

LOST AND FOUND

What do I do if I have lost something?

First, remember to put your name on all your belongings. This includes binders, books, backpacks, lunch pails, sweatshirts, sweaters and jackets. If you forget to pick up your things (or someone accidentally takes yours because it looks like theirs), then it can be returned to you. If you have lost jewelry, money, wallet or eyeglasses, check with the Elementary Office. Other items such as sweaters, jackets and backpacks will be placed in the Lost and Found closet at the north end of the 20's building. About every six weeks, clothing is hung on the fence. Check the fence for clothing you might have misplaced. Unmarked or unclaimed uniforms will be donated to the "re-sale" in June.

What should I do if I find money?

When money is found, please turn it in to the Elementary office. Perhaps you or a friend has lost money. Remember how happy you felt when someone had turned it into the office?

MEDICAL/HEALTH CONCERNS

If I become ill or injured at school, what is the procedure?

School personnel, including the school nurse and consulting physician are empowered to render first aid and emergency care only. They may not diagnose or give treatment. Parents are contacted if the services of a physician seem to be necessary.

In case of serious emergency, every effort will be made to immediately contact the family. If the family cannot be contacted, we will call the one or two responsible adults designated on the registration form. **Please keep these names and numbers current by immediately notifying the Central Office, in writing, of any changes.**

If a student must be sent home due to illness or injury, parents are notified. A student is not sent home alone. Students sent to the Health Office may stay there for 20 minutes, after that time they are either to return to class or be sent home.

Village Christian Schools has a policy that every family is to have a plan for the prompt pick up of their child from school in the event of injury or illness. If both parents work, they are to designate friends or relatives that are available during school hours to take the child home. The Health Office cannot provide long-term care for students waiting to go home. Students need to be picked up within one-half hour from the time contact is made.

Students that are sick are not to use their own cell phones to call parents. They are to ask for a pass to go to the school nurse.

Re-admission after Absence

Students that have vomited, had a fever (100.0 degrees or higher), or have had any other signs of illness during the night or before school should not be brought to school to “try and make it through the day.” Students must be free of fever or signs of illness **twenty-four hours** prior to re-admission.

After an absence, the student is to obtain a re-admit slip through the Elementary Office. Parents must verify absence with a signed note. The note may be returned by your student to the Elementary Office

The following must be re-admitted through the Health Office: injuries involving crutches or sutures; contagious diseases (chicken pox, measles, pink eye, etc.); PE excuses.

All students returning to school with casts, braces, sutures, or using crutches must have a physician’s note releasing them to return to school. This note, along with a parent note, must be given to the nurse in the Health Office. No student will be allowed to play or even be on the athletic field with sutures, casts, or braces (dental braces excluded) for the student’s protection.

Communicable illness must be reported to the Health Office even if the student has been treated and is already well. This would include strep throat, chicken pox, pink eye, any unusual rash, head lice, scabies, or other illnesses.

The Health Office takes all PE excuses. A parent's note will be adequate for up to three days. A physician's note is required if an excuse is needed for more than three days. All students with PE excuses will also be required to sit at the red tables during recess.

First Aid

Sores, cuts, sprains, blisters, splinters, etc., occurring at home should be attended to when they occur. The care of day-old casualties does not fall within the realm of first aid given at school. The dressings that are applied at home or before school attendance will not be disturbed except in cases where they interfere with the functioning of school activities. In case of a home injury, please do not send a student to school to consult the school nurse regarding the need for a doctor's examination.

Medications Administered at School

All medications taken during the school day must be brought to the school Health Office. Aspirin, Tylenol, vitamins, and all over-the-counter medicines as well as prescription medications must have a physician's written order as well as a parent's written permission to be taken at school.

Special forms are available in the Health Office or the doctor may write it on his prescription form. The school nurse or another designated adult administers medications. All medications brought to school must be in the original container (pharmacy labeled). The following information should be on the medication container: student's full name, physician's name and phone number, name of medication, dosage, schedule, and date of expiration of prescription. Pharmaceuticals will be kept in a locked cabinet in the Health Office.

It is the responsibility of parents of children taking regular daily medications to provide a one-month supply that they replenish on the first of each month. Reminders are not provided when medication supplies are low. Medications that require a one-half tablet need to be brought with tablets pre-cut. All medication must be renewed at the beginning of the school year.

Medications, including aspirin or Tylenol, are not to be carried by students on campus at any time.

Health Screening

The following health screening schedule will be performed throughout the school year. Any parent that does not want their child to participate must come to the Health Office to sign the proper exemption form yearly.

Kindergarten or New First Graders	Vision / Hearing / Height / Weight / Dental Screening / Color Vision Testing
Second Grade	Vision / Hearing / Height / Weight / Dental Screening
Fifth Grade	Vision / Hearing / Height / Weight / Dental Screening / Scoliosis Screening
Sixth Grade, Seventh Grade, and Eight Grade	Scoliosis Screening
Eighth Grade and Tenth Grade	Vision and Hearing Screening

If a student is excused from Physical Education class due to illness or injury or any other medical condition, that student is also excused from activity at recess and should not participate.

What if I have a serious food allergy?

Your parents must follow the procedures listed below and sign and submit a copy of the "Parent Acknowledgment of Allergy Policy and Release of Liability" form to the School Nurse.

Parent/Student Responsibility:

Upon application for admission or re-enrollment to VCS, parents are required to fully disclose all foods to which a student may have an allergic reaction.

Parents of students with allergies may submit to the School Nurse procedures designed to avoid exposure to certain foods. The Superintendent will determine whether the school will agree to approve and follow a procedure. VCS reserves the right to discuss with parents modifications to the procedure or reject a procedure. The approval of any procedure does not indicate that the school assumes any liability regarding following a procedure.

Parents of students with life-threatening allergies must provide VCS with adequate emergency medications and a written medical treatment procedure for their student for addressing allergy-related events. The Superintendent will determine whether the school will agree to approve and follow a procedure. VCS reserves the right to discuss with parents modifications to the procedure or reject a procedure. The approval of any procedure does not indicate that the school assumes any liability regarding following a procedure. The School Nurse will maintain the medication and information.

Parents are responsible to educate their child about managing his/her allergy at school, including, but not limited to, identifying "safe foods" by reviewing the weekly lunch menu together.

If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals or treats for their student.

Parents of students with severe food allergies or multiple food allergies may be required to provide meals or snacks for their children.

If a parent of an elementary school student is concerned about peanut allergies or multiple food allergies, the parent may provide their child's teacher with a supply of safe snacks, for their child, to reduce the likelihood of accidental exposure. VCS cannot guarantee that the child will never be exposed to an allergen even with the parent supplying safe snacks.

VCS cannot guarantee that a student will never be exposed to an allergen or experience an allergy-related event while at school. VCS is committed to student safety, and therefore has created this policy in an attempt to reduce the risk that children with allergies will have an allergy-related event.

PETS AT SCHOOL

May I bring a pet to school?

Pets may be brought to school by parents with special written consent from the teacher. The pets may be part of a study unit or sharing time. Parents are responsible to bring the pets to display, discuss, and then take home. State school bus regulations forbid the carrying of live pets or other animals on the school bus.

PROBLEMS

What do I do when I have a problem?

First, try to solve the problem yourself. If it is with another person, go to that person and try to resolve it.

Who do I go to for help when I cannot solve a problem?

Go to the person who is in charge of the area you are in. For example, if you are in the lunch area or on the playground, see the campus aide in that area. If the problem still continues, ask to speak with your teacher as soon as he or she is available. Should the problem continue, talk to your parents about it. Your parents may have suggestions, or your parents may need to request a conference with your teacher. **It is our expectation that parents will not confront other children or parents, but rather allow our teachers and administrators to work with them toward resolution of problems.**

Hopefully, with your parents, teacher, administrators, and you working together, your problem can be solved.

Should the problem still continue, get a pass to visit the Elementary Office. Perhaps your parents and/or teacher would like to have a conference with the Student Services Coordinator. If you still need help, then Mr. Vegas, the Elementary Principal, would be the next person to visit. By now, with so many people working with you and your family, the problem should be solved. However, if the problem still persists, it must be very big and important. Your parent may call and schedule a conference with Dr. Sipus, the School Superintendent. Dr. Sipus will carefully study all the steps you have taken and work toward a solution. Through all these steps, pray and ask Jesus to help you and give you the wisdom and help you need. James 1:5 says, "If any of you lacks wisdom, let him ask of God, who gives to all liberally and without reproach, and it will be given to him." If, in your mind, you are not able to get a resolution then you may need to seek another placement. This is a more honorable solution than spreading negative thoughts.

SCHOOL IN GENERAL

What do I need to know about the school rules?

The rules of Village Christian Elementary School are made for the safety, comfort and respect of those who are in the school community. Some rules are there to help us express the kindness that God wants us to show to one another. Other rules keep us safe and comfortable and help us to work and play together by providing order. There are special rules for before and after school, for the classroom and the playground. Learn and obey the rules. Obedience makes your school day pleasant and more productive.

Here are some basic classroom rules to remember:

- ◆ Follow directions
- ◆ Raise hand to speak
- ◆ Ask for permission before leaving your seat
- ◆ Keep hands, feet and objects to yourself
- ◆ Use your time wisely and do your best
- ◆ Show kindness and respect to all others

For the playground, think about these rules:

- ◆ Listen to and follow directions
- ◆ Show respect and kindness to everyone
- ◆ Share and take turns
- ◆ Ask permission to leave the playground
- ◆ No rock throwing
- ◆ Games are open to all

What do I do when I am tardy or have been absent?

If you are tardy to school, first come to the Elementary Office to check in before going to your classroom. One of the secretaries will give you a re-admit slip. There are two kinds of tardies: excused and unexcused. Dental, doctor and court appointments are the only reasons for excused tardies. All others are unexcused tardies. We consider tardiness to be a serious concern with severe academic consequences. The concern not only extends to your child, but to all the students who are interrupted when a student does not arrive on time. It is very important that you are in school and on time. This helps you to do the very best that you can do in school.

All absences require a re-admittance note from your parent. This means when you return to school after an absence due to a major illness or injury, you must go directly to the Health Office located in the Central Office (the one by the flagpole). You will give the note to the nurse. You may have a doctor's note also, which will let us know if you are able to participate in PE or recess activities. For all other absences (a cold, out of town, etc.), bring the note to the Elementary Office. The secretaries will give you a re-admit slip. Should you come back to school and have forgotten your note, come to the Elementary Office. The

secretaries will give you a pink slip and ask you to bring the note the next school day. The absence is unexcused until the office receives a note from your parent.

Can I get make up work if I am absent?

Yes, you may, if you have been absent at least two consecutive days. Your parents need to call the Elementary Office before 10:00 am and request your work. This allows the secretaries to put a Homework Request form in your teacher's box by 1st recess. Teachers are very busy and need to have time to collect your work. They will return it to the Elementary Office by 2:30 pm. If your parents are going to be later than 4:00 pm, they may request that your work be sent to Child Care. The Child Care window is open until 6:30 pm.

Can my parents visit me at school?

Should your parent come to school to visit you or help in the class, we request that they first go to the Elementary Office and sign in. The secretary will give them a visitor's pass. They wear the pass so that employees know that it is okay that they are here. They may be here to help in the classroom or to eat lunch with you.

Your parents are welcome to talk with your teacher to find out how you are doing. They do need to schedule a time that is convenient for both teacher and parent.

Birthdays are special days! JK through 2nd grade birthday parties are scheduled monthly by the teachers. Third through fifth grade parents need to contact the teacher before bringing birthday treats.

What do I do when I need a work permit?

California law requires that all children under the age of 18 must have a permit to work. It is at the discretion of the school to approve the permit, and a permit is required even when school is not in session. You may bring the necessary form to the Elementary office for us to complete. The principal will talk with your teacher, and then decide if this is best for you. You will need to work hard, and earn satisfactory grades in order to retain the permit. Please be aware that it takes **3 school days to process** your request for a work permit once it has been submitted.

Is there anything I should not bring to school?

Toys, cards, balls & bats, games, radios, iPods, or any other electronic devises are not to be brought to school except with written permission from the teacher. Village Christian Schools is not responsible for lost, stolen or damaged items. If you choose to bring these things to school they will be taken away from you and your parents will need to pick them up from the Elementary Office.

If your parents decide it is necessary, a **cell phone** may be brought to school; however, **it must be turned off during the entire school day and any time you are checked in to child care.** If you need to contact your parents for any reason during your school or child

care day, ask your teacher or a campus aide for permission to go to the Elementary or Child Care Office, and you may use the phones there. If you choose to use the cell phone at inappropriate times, it will be confiscated and kept in the office until your parents can pick it up.

Rolling backpacks require more storage space than we have available in the classroom. They can also create a safety hazard, so only traditional backpacks can be brought to school.

Any firearm, explosive or other dangerous object is not allowed on campus. Any object used as a weapon or device to harm another student will be taken as evidence against the user. The violation of this rule will require the most severe discipline.

KNIVES AND GUNS are not allowed on campus. (Guns include: but are not limited to: BB guns, true firearms, pellet guns, paint guns, or replicas of real guns). A student in possession of a knife will be suspended for three to five days and possibly expelled. Any exception to this policy requires superintendent and school board approval.

Drugs, alcohol, or cigarettes are not to be in the possession of any student. Any violation of this rule will receive the most severe discipline!

Magazines are to be approved by the teacher before they are brought to school.

Are there any specific rules for classroom conduct?

Respect the property and space of those in your class. The teacher's desk, bookshelves and cabinets are regarded as the teacher's personal property. They are not to be touched without permission. Your teacher will post and discuss the specific rules, rewards and consequences for your classroom. Some general classroom rules include:

- ◆ Listen and follow directions
- ◆ Be respectful to others
- ◆ Raise hand to speak
- ◆ Keep hands, feet and other objects to yourself
- ◆ Do your best!

How are students placed in their class?

Student placement is one of the most important decisions we make. The process is as follows:

- ◆ Each student will be evaluated by his/her current teacher
- ◆ Each grade level will meet and create classes for the coming school year
- ◆ Teachers will consider the following criteria when placing students:
 1. Academic level and achievement
 2. Behavioral concerns
 3. Social maturity and interaction with peers
 4. Class chemistry
 5. Special student learning needs and concerns

- ◆ The objective will be to create, as much as possible, a class that is closely balanced in composition to incorporate all of these criteria without any particular criteria outweighing the others. Pertinent teacher, parent and administrative input will enable us to come to the wisest decision.

When may I enter a classroom?

Enter a classroom only when supervised by a teacher or staff person. This is for your safety and protection.

Playground Recess/Passes

Passes

You must have a pass to leave the class, the lunch area or the playground during school.

OUTDOOR BEHAVIOR RULES

What are the rules while I'm out playing at recess?

Generally, play, have fun, be safe and kind. Get permission from the Campus Aides before leaving the playground for any reason.

- ◆ Walk on sidewalk. Keep off the grassy area between buildings unless permission has been given by a teacher.
- ◆ Go behind the handball court only when given permission. Do not walk on the wall.
- ◆ Girls are to wear shorts under dresses when playing on equipment.
- ◆ No leaving the field or playground after the whistle. Return equipment and line up.
- ◆ Rock throwing is not allowed at any time.
- ◆ Tackle football is not allowed at any time on the playground for elementary students.
- ◆ Rough play is not allowed. Examples include:

“Crack the Whip” “Dog Piling”	Jumping on someone’s back	Fighting
Tackling in any way	Grabbing someone around neck	Pushing
Forming Pyramids	“Cherry drops” from the bars	Pinching
Dangerous Gymnastics	Karate kicking	Biting

What are the restroom rules?

- ◆ Food and drinks are to remain in designated areas only. No food in the restrooms.

- ◆ Use the bathroom quickly and neatly, being careful not to waste soap, water or towels.
- ◆ One student is allowed in a stall at a time.
- ◆ Do not climb over the stall walls, stand on the toilets or sit on the sinks.
- ◆ Do not write or draw on the walls or doors.
- ◆ Do not kick stall doors.

Parents are liable for any damage done by their student to school property. RESTROOMS IN THE 10 BUILDING ARE FOR ELEMENTARY STUDENTS ONLY. Student restrooms are for student use only. Parents should use the restroom in the back of the auditorium.

What are the playground rules?

- ◆ Listen to and follow directions
- ◆ Show respect and kindness to everyone
- ◆ Practice safety at all times
- ◆ Share and take turns
- ◆ Ask permission to leave the field
- ◆ Walk on the sidewalks
- ◆ No rock throwing
- ◆ Games are open to all
- ◆ Use the bathroom quickly and neatly
- ◆ Students should have a pass to come to the office

Slide Rules

- ◆ Go down the slide sitting up and facing forward with feet in front
- ◆ Do not hang on the side of the slide
- ◆ One person at a time goes down the slide
- ◆ Do not swing or jump from the slide steps to the rings

Swing Rules

- ◆ Hold on with both hands while swinging
- ◆ 20 full swing count (forward and back) when others are waiting
- ◆ Do not swing sideways, push, touch or wrap your feet around a child next to you
- ◆ Bring the swing to a full stop before getting off; do not jump

Bar Rules

- ◆ Do not sit on the bar or hang by your legs
- ◆ Cherry drops or other fancy gymnastic stunts are not allowed on the bars
- ◆ No jumping or swinging from the small parallel bars to the gymnastic bars, and vice versa.

Lower Field Play Gym Rules

- ◆ Use good common sense and good manners in taking turns. No pushing or shoving to be first in line
- ◆ No running or “chase” games or tag on or around the structure
- ◆ Do not walk on the top of the hang bars, or climb outside the slide poles
- ◆ Do not run up the slide or hang from the bar above the slide
- ◆ Do not jump down from the platforms
- ◆ WATCH OUT FOR HEAD BONKERS!
- ◆ No food or drinks in the play gym area. Students may eat at the red tables
- ◆ Remember: this is a play area and it is not safe to throw anything in this area including balls.

Kindergarten and 1st Grade Play Gym Rules

- ◆ Step over the wood border
- ◆ No throwing chips; keep chips in the play area
- ◆ No digging or playing with the chips
- ◆ No running in the play area
- ◆ One person at a time on the slide; count to 5 before you go down the slide
- ◆ You may only go down the slide on your seat; no turning around in the slide
- ◆ Use two hands when you are on the equipment
- ◆ No climbing on the top of the equipment
- ◆ Only climb up ladders, not down
- ◆ You may go up or down the corkscrew one at a time
- ◆ You may only go up the handrails, not down. Be sure to use 2 hands
- ◆ Three at a time on the bridge
- ◆ No one is allowed behind the fence area of the play gym
- ◆ No food or drinks in the play area. Students may eat at the red tables

RELATIONSHIP POLICIES

How does the school board want us to show respect for our sexual differences?

Village Christian Schools is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

How does the school board want us to treat each other?

Staff of Village Christian Schools will treat parents and other members of the public with respect and expect the same in return. The school must be kept free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among employees, parents, students and the public. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the

extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. Persons in violation of this policy will be directed to leave school property.

Appendix A
Transportation Department
Transportation Director: Mrs. Lonnie Whitten
Phone (818) 767-8382 EXT 211

Rules for School Bus Safety

- ◆ Be at the bus stop 5 minutes early
- ◆ Wait for the bus in a safe place
- ◆ Take your seat right away
- ◆ Stay seated at all times
- ◆ Keep hands, arms, and head inside the bus at all times
- ◆ Listen to the bus driver and follow direction
- ◆ Leave the bus carefully using the handrail
- ◆ Wait for the driver to tell you to cross the road
- ◆ Look both ways before crossing the road
- ◆ Keep away from the bus if you drop or forget something
- ◆ No disrespectful behavior or language of any kind on the bus
- ◆ Eating, drinking, chewing gum are not allowed on the bus
- ◆ No animals, insects or glass containers
- ◆ No headphones at any time

Transportation Department Discipline Procedures

The Bus Driver is very interested in your safety and if you are not sitting properly, the Bus Driver will remind you to sit down, face forward, keep your feet on the floor, etc. If you have to be reminded again, the Bus Driver may ask you to sit in a different seat or will write a Student Discipline Report for you to take home to your parents. The Student Discipline Report must be signed by your parents and returned to Mrs. Whitten at the Transportation Department in the Central Office by the next morning.

Please do not bring items on the bus such as rocks, bugs, cap-guns, water guns, headphones, etc. Anything that cannot be placed in the students lap is too big and will not be allowed on the bus. The Bus Driver will take these away from you.

For safety reasons, parents are encouraged not to follow the school buses on field trips. Also, parents should take the shuttle bus on to campus on these days.

For continued discipline problems or serious inappropriate behavior, the Student Incident Report will be sent to the Principal or the Elementary Office. You will be called into the office to discuss the problem and the consequences.

Appendix B
Student Services Department
Student Services Coordinator: Mrs. Judy Mandl
Phone (818) 767-8382 or (818) 768-1900 EXT 222

Programs Offered:

◆ **Child Care**

This program is offered Monday through Friday, 6:30 a.m.-7:45 am and 3:05 - 6:30 pm. We offer students a variety of activities, such as crafts, sports, study hall and an opportunity to free play with friends. Our program is on the K-yard for Kindergarten-1st Grade, the First Grade Playground for 2nd through 5th Grade, and the lower field for 6th grade through 8th grade. The cost is \$4.80 per hour and is billed every four weeks to the student's account. Students must be pre-enrolled by filling out a form located in the Elementary Office. If your child is on campus after 3:30 pm, they will be escorted into child care by one of the campus aides. Students who are in Kindergarten through 8th grade are not allowed to wander on campus after 3:30 pm.

◆ **Discovery Club**

This program is offered during the school year on most days when school is not in session. (For example, Christmas and Easter break). An enrollment form is sent home 2-3 weeks prior to the deadline. Please refer to the school calendar for exact dates.

◆ **Day Camp**

This program is organized to give your child a summer of wholesome, supervised and recreational activities. The goal is to help your child's summer be a wonderful experience socially, emotionally and spiritually. Day Camp is offered 11 weeks in the summer. A *VCS Summer Programs* brochure is sent home to students after the Easter break.

◆ **Summer School Child Care**

This program is offered 6 weeks in the summer during summer school. Parents must register in advance. Hours are Monday through Friday, 6:30-8:00 am and 12:00-6:30 pm. Please refer to the *VCS Summer Programs* brochure for registration and cost information.

Appendix C **Village Christian Schools** **On-Line Code of Conduct**

On-line access to the Internet offers a tremendous opportunity for students to broaden their intellectual horizons. By communicating with and retrieving information from sources worldwide, students now have the ability to research questions, investigate issues, and to correspond with individuals in ways that would have been difficult, if not impossible, a few short years ago. The potential benefits to the individual students, their classes, and the school as a whole from such an open and rapid exchange of information are immense.

But with the benefits and opportunities come risks as well. Not all of the information available on-line is truthful, accurate, or beneficial. A certain amount of what is out there is offensive, inaccurate, or even illegal. Not every individual using the on-line technologies is responsible or ethical in their behavior or use of language.

However, as a school, we believe that if together (students, parents, and school) we agree on certain guidelines governing on-line behavior, the potential benefits do outweigh the potential risks. Within responsible limits, the principles of freedom of inquiry and freedom of speech will be honored for our students. The responsibility for establishing, understanding, and working within those limits is a shared responsibility amongst the student, his/her parents, and the school.

It is the responsibility of the school to provide a secure and functioning on-line environment where learning can take place. Part of this responsibility involves the taking of basic precautions to insure the security of the system resources of the school, and to channel on-line activity into constructive, educational activities. The school has an Internet filtering system in place to assist with this responsibility.

It is the responsibility of the student to behave in a mature and ethical way when using the school's on-line resources, and to abide by the established guidelines outlined in the On-Line Code of Conduct.

It is the responsibility of the parents to provide such guidance and oversight for their students in evaluating activities and information retrieved on-line, as they exercise with other information sources such as television, telephones, movies, or radio.

The school on-line resources are provided for students to conduct research and communicate with others. Access is a privilege--not a right. Access entails responsibility. Access to on-line resources is given only to students who agree to act in a considerate and responsible manner. Parent permission is required. Individual users of the school computer networks are responsible for their behavior and communications on-line. It is presumed that users will comply with school standards and will honor the Code of Conduct they have signed. Beyond the clarification of such standards, the school is not primarily responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Given sufficient evidence or reasonable suspicion of misuse of the school's on-line resources, school administrators may review files and/or communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that on-line communications and/or records of usage will **always** be private.

Students using the Internet will be held to the following Code of Conduct as well as the preceding paragraphs.

Student Access On-line Code of Conduct

Recognizing that on-line access utilizing the resources of Village Christian Schools is a privilege, not a right; I agree to abide by the following Code of Conduct:

1. I understand that much of what takes place on-line is in a very public forum, and I will represent myself and my school in such a way as to bring honor and respect to both. I will be polite. I will use appropriate language in my communications.

I will not send, or encourage others to send, abusive messages--messages which contain or suggest pornography, racism or sexism; involve or solicit unethical or illegal activities; harass, insult, attack or defame another person or persons; or disclose information which would violate another person's privacy.

2. I will utilize the school's on-line resources only for appropriate purposes--those that are directly related to school activities or ones that I know the school and my parents would approve of.

I will not utilize the school's on-line resources for unauthorized commercial activities. I will not attempt to access a site or retrieve information that is inappropriate due to content, which the school or my parents would find morally offensive or ethically wrong. I will not distribute materials that are likewise inappropriate.

I will not engage in on-line vandalism--the malicious attempt to harm or destroy the property (including data) of any other person or persons, or disrupt the normal operations of their system(s).

I will not attempt to access areas of the school's system or any other system without proper authorization to do so. Such unauthorized access is trespassing.

I will respect the privacy of others by refusing to reveal security and access passwords, home addresses, or personal phone numbers without prior authorization by their owner. I will not attempt to obtain security and access passwords by unethical means, or use passwords that are not my own.

I will respect and protect the property rights of others by not violating copyright law in the use and distribution of images and text. I will not use on-line access to acquire or distribute "bootleg" or "pirated" software.

3. I will ask for help when I need it, and promptly report any problems with the school's on-line resources, or problems arising from their use, to appropriate faculty or staff members.

Appendix D **Emergencies**

In Case of an emergency (such as a closing of the school), you may receive information through the following methods:

- ◆ KFWB 980 (for school closings)
- ◆ 89.1 FM (if you are within a few blocks of the school)

Appendix E **Security Cameras**

In order to enhance the security of our students and faculty, the actions of individuals on the grounds of VCS are recorded by security cameras. Entrance to the campus assumes personal approval of videotaping by security cameras.

Appendix G **Traffic Concerns**

Traffic is constantly a concern for VCS as well as for the neighboring community. It is essential that everyone obey all traffic laws as well as the traffic rules of VCS. Failure to comply may not only result in a ticket from the police, but also discipline by the school. Every parent and student must comply with the following:

For Parents:

- ◆ Parents cannot stop, park or drop off/pick up their students on the city streets surrounding the school
- ◆ Students must be dropped off on school property in the designated areas or at school shuttle sites. All designated areas are accessed through the front entrance gate. **You may not** drop off or pick up students in the parking lot beside the auditorium. (Lot A)
- ◆ Traffic on the city streets must reasonably move at all times, or the police will ticket drivers. In order to keep moving in the afternoons, parents should either arrive on campus early enough to park in a designated area on campus or arrive after school has dismissed.

Shuttle Information:

You can avoid all of the traffic lines by using the free school shuttle service. In the mornings you can drop off your child(ren) at the site close to the school, and they will be safely delivered to the campus by a school bus. In the afternoons, you avoid the long wait in the traffic lines by picking your child(ren) up from the same site. Your time and frustration is reduced and we reduce the number of cars coming onto the campus. Everyone wins!

Where is the shuttle site?

- ◆ ***Faith/La Tuna site*** is located on La Tuna Canyon just west of Wildwood (the street at the campus exit). (10335 La Tuna Canyon Road)

Pick up at: 7:05 am, 7:45 am

Drop off at: 3:15 pm

What is the cost and how do I register?

The school shuttle is free, but you do need to register to use it. Call the Transportation Department at (818) 767-8382, extension 211 to register. Each child will be issued a Shuttle Pass to attach to their backpack. Children will not be allowed to board the shuttle bus without the pass. Please remove the pass on days you do not want your child to ride the shuttle.

What happens if I am late picking up my children?

If you have not picked up your child(ren) by 3:25 pm, they will be returned back to the school and placed in Child Care (there is a charge for child care service). Child Care is open until 6:30 pm.

Can parents use the Shuttle Service?

Yes, parents may use the service to visit the campus. The Shuttle Bus will leave the school at 9:00 am to return parents to the La Tuna site.

How does use of the Shuttle Service affect child care costs?

Child care costs are free to those who use the Shuttle in the morning but it is not free for afternoon use of child care. If your child is not picked up by 3:25 pm at the shuttle location, your child will be returned to child care and you will be charged from 3:05 pm forward.

We strongly recommend the use of carpooling, the bus routes, or the free school shuttles.

The school's Conditional Use Permit requires full compliance with the above conditions. Failure to comply could result in the loss of the Conditional Use Permit or other drastic results by the city. Therefore, the school will exercise no flexibility in requiring compliance.

What are the procedures in the drop-off area?

1. Parents, please turn on your left turn signal to signal you are ready to leave the drop off area (car line).
2. In the morning have your student ready to exit your vehicle as soon as possible.
3. Please do not leave your vehicle in the drop-off area between 7:00 am – 8:45 am and 2:00 – 3:45 pm.
4. Please remind your child to go directly to the drop-off area after school, and to watch for your arrival.
5. Please be ready to give your child's name (in the afternoon) so they can be summoned.
6. If there is no parking space available in the drop off zone you will be asked to circle through campus and get back in line again.

SIGNATURE PAGE

I acknowledge I have visited the Elementary Home Page on the Village Christian website at www.villagechristian.org and have carefully studied the Elementary School Parent/Student Handbook. I hereby agree that in consideration for the privilege of my child attending VCES as a student, I will be bound by the terms of the rules and regulations. I will give VCES my complete support and cooperation in upholding, applying, and enforcing these standards.

Parent/Guardian Signature _____

My parents have read the Student Handbook to me, and I understand I need to follow and obey the specific rules and regulations.

Student Signature _____

Date _____ Teacher & Room # _____

**PLEASE PRINT, SIGN AND RETURN TO YOUR CHILD'S TEACHER
BY SEPTEMBER 28, 2009**