

***MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK
2009-2010***



***A National Blue Ribbon School (2003)
Accredited by Western Association of Schools and Colleges.***

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VILLAGE CHRISTIAN MIDDLE SCHOOL

Student/Parent Handbook

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INTRODUCTION

The Village Christian Middle School Student-Parent Handbook is your guide to a successful school year. The handbook details our spiritual goals and many aspects of campus life that affect the lives of our students and the operation of the high school.

The handbook is expected to be read carefully by both parents and students. This information will help you understand what VCS has to offer you, and in addition, what is expected of students and parents in order to have a successful year, which will glorify our Lord Jesus Christ!

Students and parents must sign and return the signature page at the end of the Policy regarding Alcohol, Tobacco, and Other Drugs and the signature page at the end of the Handbook.

MISSION STATEMENT

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

- Encouraging students and parents to have a relationship with Jesus Christ.
- Teaching discipleship through example and practical application.
- Encouraging students to develop to the fullest the Spiritual, intellectual, aesthetic, physical and social gifts given to them.
- Offering students every opportunity to excel in academic studies, athletic competition, and social growth.
- 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.

OBJECTIVES AND GOALS

Village Christian Schools stresses the basics in education, as well as a relationship with Jesus Christ. As a result our traditional courses of study not only meet the requirements of the State Department of Education, but also include additional requirements and electives. Emphasis is placed on the mastery of the basic fundamentals in all subject matters. We strive to see that students become skilled in reading (the basis of which is phonics), in problem solving, and in oral and written communication. In all schools, Bible is taught as an academic subject and is required. The middle school curriculum is college preparatory; however, general education courses are available. In addition to the academics, music, athletics, and social activities are provided for those who are interested. The entire curriculum is designed to meet the students' needs spiritually, mentally, physically, and socially. In all areas, high achievement is encouraged.

EXPECTED SCHOOL WIDE LEARNING RESULTS

In order to provide a well-rounded education, our emphasis is to teach the authority of the Word of God, to exalt Jesus Christ as Savior, Lord and Friend, and to assist our students in attaining spiritual maturity. To accomplish this, we are dedicated to the following Expected School Wide Learning Results:

- Each student will be encouraged to develop a personal relationship with Jesus Christ.
- Each student will describe a Biblically based relationship with Jesus Christ.
- Each student will acquire a basic core of knowledge that is foundational to academic success.
- Each student will develop skills in reading, writing, and problem solving that will enable the student to be a life long learner.

- Each student will develop skills that will allow him or her to productively use technology.
- Each student will demonstrate personal responsibility.
- Students will demonstrate courtesy and respect towards all individuals.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
- We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life; and by whose infilling the believer is equipped for service.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

To amplify our Statement of Faith, we also believe:

That the principle emphasis of the school is to encourage and to lead students to accept Jesus Christ as their Savior and to commit themselves to Christ as Lord of their lives.

That the Bible is relevant to current social, political, and moral events; therefore, we seek to teach scriptural principles, apply them to daily living, and integrate them into the academic fields.

That in fulfilling the Great Commission (Matthew 28:19-20) we desire to effect the spiritual maturity of the Christian students, to equip the student to lead others to Jesus Christ, and to train students to be sensitive to God's leading toward service for Him at home or abroad.

That evil and sin are to know and understand by precept, not by experience or by the concentrated study thereof.

That every soul is of equal importance to God; therefore, we do not accept any form of discrimination.

That the home, church, and school should compliment each other to develop the student's spiritual, academic, social and physical growth.

That Village Christian Schools offer the best educational opportunities possible while utilizing the best facilities and equipment available.

That the guiding principles for the school are found in God's Word, such as excellent instructions in daily living found in Colossians 3:1-17 and the importance of our responsibility found in Hebrews 13:17. Therefore, any behavior which is not pleasing to God is subject to corrective counseling and, if necessary, appropriate discipline.

That students are to respect spiritual things, governments and flag, teachers and other school employees, school property, fellow students, and the rights of others.

That the administration reserves the right to withdraw any student who is undermining, by his/her attitude or actions, the principles of Christian education which Village stands for, whether or not he/she conforms to specific regulations.

NONDENOMINATIONAL STATEMENT

Village Christian Schools, while a nondenominational school by affiliation, statement of faith, which clearly presents the Bible to be "the inspired, the only infallible, authoritative Word of God." While we are not a church, we do and will teach truth, which is God's Word. Any dogma, doctrine, or other concepts that contradict, add to, or subtract from the completed Word of God as presented in the sixty-six books of the Bible will be held up and judged against the Bible for trustworthiness. Anything, which contradicts by omission and commission, God's completed Word will be presented as such in class discussions, lectures, chapels, or whenever questions on these issues are dealt with.

While it is not the school's desire to antagonize, attack or single out different denominations and religious groups, those that deny or add to the Bible as the only authoritative Word of God must be exposed as counterfeits. By definition a counterfeit is a close facsimile of the real thing made with the intention to deceive. Satan would have us deceived. Thus, Village Christian Schools' position on such groups or beliefs, which perverts the truth of God's Word, is to acknowledge it as a counterfeit. Teachers have the freedom to answer questions that come up in class discussions or to make presentations as a part of their curriculum that would judge such groups in light of God's Word.

The flip side to the above questions come in terms of making dogmatic interpretations of subjective passages of Scripture (i.e. The timing of the second coming of Christ, eternal security, gifts of the Holy Spirit, etc.). In these questions, where we are not questioning the "inspired, only infallible, authoritative Word of God" but rather looking at various interpretations of the Scriptures themselves the school takes a nondenominational position. In this regard Village Christian Schools would present what the Scriptures say and whenever appropriate present the various passages of Scripture concerning the same topic. Then we would ask the student to talk to his/her parents and pastor to come to the interpretation that they would hold. If a teacher were asked what he believed he would have the freedom to non-dogmatically present his belief based on specific Scriptures. In no instance would the school wish to make an issue over matters of various interpretations of a subjective passage of Scripture.

Finally, Village Christian Schools' Articles of faith cover those areas in which the school holds to a dogmatic doctrinal position and are published in our literature and application material. We will never compromise these cardinal truths.

NOTICE OF NON-DISCRIMINATION

Village Christian Schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national, and ethnic origin in administration of its policies and programs.

DIRECTORY INFORMATION DISCLOSURE NOTICE

Village Christian Schools will, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Village Christian Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with the school's procedure below. The primary purpose of directory information is to allow Village Christian Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, VCS may provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want Village Christian Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by September 30 of the current school year. The written notice must bear the parent signature and give specifics as to what directory information the parent is requesting to remain private. Village Christian Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

STANDARDS OF CONDUCT

Village Christian Schools (herein "VCS") believes in heeding the admonition contained in the Holy Bible to "Train up a child in the way he should go; and when he is old, he will not depart from it" (Proverbs 22:6).

Based upon that Christian belief, VCS has adopted Standards of Conduct (herein the "Standards") to be applied to the students of VCS as an integral part of the Christian education provided by VCS. The standards are set forth in their entirety in the most recent edition of the VCS Student-Parent Handbook (herein the "Handbook"). It is the Christian belief of VCS that the Standards are based on the teachings of our Lord Jesus Christ as set forth in the Holy Bible. More specifically, but not by way of limitation, it is the strong and sincere Christian belief of VCS that the Standards are based on the biblical principles of glorifying God in all that we do; of obedience, of respect, of being an example, and of moderation, as those principles have been taught and exemplified by our Lord Jesus Christ (I Corinthians 10:31; Romans 12:1,2; Romans 14:19-21; Philippians 4:5; Galatians 5:22).

Enrollment at VCS is a *privilege* and shall be granted to students who are willing to conduct themselves in accordance with the Standards and who are desirous of carrying out the aims of this Christ-centered school.

It is the belief of VCS that these Christian teachings and principles can and should be made more specific to the students of VCS so that the students may more clearly understand and follow them. The Standards include, but are not limited to, prohibitions against actions such as cheating, lying, smoking, fighting, profanity or vulgarity, stealing, disrespect to people and property, use or possession of alcoholic beverages or un-prescribed drugs, gambling, possession of pornographic literature or pictures, sexual immorality, and disobedience, either on or off the campus of VCS.

As per School Board Policy, Bible class and Awaken are required for all students. Although students are not required to profess Christianity, antagonism to the Gospel of Jesus Christ may result in removal from Village Christian Schools.

PARENT & SCHOOL COOPERATION

Throughout the Student/Parent Handbook, a theme of cooperation between the parents and the school is expected. The goal of the administration is to work together with parents, to foster growth and maturity for our students.

The school is committed to teaching responsibility, respect, good decision making, punctuality and organization. To accomplish these goals, the school seeks your support.

If a problem arises, it is imperative for the school and parents to work together toward resolution. Problems must be addressed as soon as they become evident. Resolve the problem with the person with whom the issue arises. If a resolution cannot be achieved then speak with the administration.

Parents are encouraged to interact with teachers, staff members, and administrators with respect and dignity, without anger and frustration, with patience and understanding, without threats or warnings, realizing that both parties have the best interest of the student in mind.

Resolving a problem as soon as possible can avoid resentment, bitterness, and a false perspective about another person. This accomplishes our goal of having the type of school community, in which everyone can learn, grow as individuals, and become all that God has intended us to become.

It is our belief that the "training" referred to above in Proverbs 22:6 should, for the best interest of the student, be a result of the parent and the school working together. We request that each parent impress upon the student the importance of maintaining Christian Standards of conduct (whether the Standards are written or implied) and of being worthy representatives of our Lord Jesus Christ, both on and off campus.

If a student does not comply with the Standards, or with the other rules and regulations set forth in the Handbook, VCS will discipline the student. In dealing with a student pertaining to any violation or purported violation of the Standards, it is our Christian belief that we should pray with the student and provide them with social, moral, emotional, physical, and spiritual counsel, as appropriate. We also believe that it is important to contact the parents when the seriousness of the offense warrants such action.

With regard to disciplining a student, depending upon the seriousness of the offense, the course of action of the school may be to give a student a warning, to assign a detention or Saturday school, to put a student on probation, to suspend or expel the student, or to impose other forms of discipline as the school deems necessary and appropriate.

STUDENT CONDUCT

By virtue of enrollment in Village Christian Middle School, students agree to live within the framework of the school's standard of conduct. While some students may not have personal convictions in accordance with the standard in this handbook, agreeing to these standards obligates the student to assume responsibility for honorable adherence to them, whether on campus or off campus. At the time of filing for admission or upon annual re-registration, both student and parent must agree to abide by the standards and to give wholehearted cooperation to the school in upholding and enforcing the standards. Parents understand that students may be required to see the Guidance Counselor, or the Principal for mediation of conflicts in personal or academic areas that appear on campus.

CAMPUS CONDUCT

- Radios, cassette or CD players, I Pod's, MP3 players, cameras and video recorders may not be operated during school hours, 8:00 a.m. to 2:40 p.m. Laptops with permission only.
- Wireless communication devices may not be operated during school hours. Students who bring wireless communication devices to school must keep them turned off and in their locker during school hours. ALL telephone contacts during school hours must be made with permission from the school office. Students using wireless communication devices during school hours, from 8:00 a.m. to 2:40 p.m., will have the device confiscated and taken to the office. Please remember that VCS is not responsible for wireless communication devices that are lost or stolen.
- Students are to refrain from demonstrating inappropriate personal affection at anytime on campus or at school functions.
- Students may not enter facilities designated for faculty/staff only.
- VCS is a closed campus. All visitors must secure a visitor's permit from the middle school office. Permits for student visitors will be granted for lunchtime only, when approval has been received from the principal.
- The elementary areas (including restrooms and playgrounds) are off limits to middle school students.
- All funds raised or money for school sponsored events must have the principal's approval.
- Students are not permitted to solicit funds on campus for non-school sponsored events or activities.

CLASSROOM CONDUCT

- Each teacher will establish classroom rules designed to promote an effective teaching and learning environment. If a student violates a classroom rule there will be a consequence. Excessive problems or major infractions will result in student referral to the office.
- Students are not to be in any classroom unless a teacher is present.
- The teacher's computer, printer, desk, bookshelf, file cabinets and supplies are off limits to students without teacher permission.
- Food and/or beverages are allowed in the classroom at the discretion of the teacher.

VCS 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 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 outline 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 communication 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 would *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:
- 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.
- 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.

- 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.

STUDENT HARASSMENT POLICY

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. Sexual harassment between any persons is prohibited, including students, employees, parents or campus visitors. 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.

Students who feel that they have been subjected to conduct of a harassing nature are to immediately report the matter to their Principal, or counselors. All complaints will be immediately investigated. 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 civil authorities as the circumstances warrant.

WEAPONS POLICY

Weapons of any type are not to be brought to school. Any firearm, knife, explosive, or other dangerous object is not allowed on campus, unless the student has obtained previous written permission from the school principal to possess, for academic reasons, any of the above items.

Knives are not allowed on campus. A student in possession of a knife will be suspended for three to five (3-5) days and possibly expelled. A student in possession of a knife with a blade longer than 3 1/2" will be automatically expelled. Any exception to this policy requires superintendent and school board approval.

Guns are not allowed on campus. Guns include, but are not limited to: BB guns, true firearms, pellet guns, cap guns, replicas of real guns and any device that propels an object by means of an "explosion".

A student in possession of a gun will be expelled. Any exception to this policy requires superintendent and school board approval.

FIGHTING POLICY

Fighting is not permitted at Village Christian Schools. The administration takes a zero tolerance policy regarding fighting.

DETENTIONS

Behavior problems are generally handled by the teacher, who will communicate concerns in a timely manner to the student and parent. Teachers may assign detention for inappropriate behavior. The notice of detention (white copy) is to be taken home and *signed* by the parent and returned to the office the next day. Detentions will be served in the room designated by the office and starts at 3:00 and ends at 4:00 on Mondays and Thursdays. The student will be given an opportunity to serve the detention on either of the next two detention days. If the detention is not served within the appropriate time period, the student will receive a Saturday School. The detentions must be served regardless if a Saturday School was issued.

Detention supersedes all other after school activities including: all sports, band, choir, drama, etc. Any potential conflicts (e.g. medical appointments, transportation, work, etc.) must be worked out by student and family to serve detention on the Monday or Thursday following the receipt of the detention.

- Detentions may be issued for infractions such as, but not limited class disturbances, disobedience and/or disrespect, or infractions of classroom rules.

SATURDAY SCHOOL

Some infractions are more severe than others. For the following offenses (and others at the discretion of the administrator) students will be assigned to Saturday School for two to four hours on Saturday morning (7:30 a.m. - 11:30 a.m.) depending on the severity of the offense.

The following are examples of offenses which may lead to Saturday school:

- Excessive tardiness
- Defiance or disrespect
- Profanity and/or vulgarity
- Gambling.
- Cheating/Lying/Forgery
- Cutting class; leaving campus without permission; truancy

Only a school administrator may assign a student to Saturday School. Students who fail to attend Saturday School may be suspended.

Fee: Students will be charged \$25 for the four-hour Saturday session or \$15.00 for two-hour session. The fee must be paid no later than the Wednesday prior to the Saturday School.

SUSPENSION

Suspension is the removal of a student from ongoing instruction. A suspension is a severe but necessary form of discipline in some cases. After reviewing the offense the administrator may suspend a student for

up to ten (10) days. A conference must be held with the administrator before a student may be re-admitted to school. A suspension becomes part of a student's discipline file.

Students who have been suspended may be recommended by the administration for expulsion. Appeals of such disciplinary action may be made by a parent or guardian in accordance to the procedures in the handbook.

Suspended students may complete school assignments while on suspension. These assignments must be turned in the day the student returns to school whether the class meets that day or not.

During suspension, students may not come to school nor attend or participate in any school-related activities.

MAJOR OFFENSES AUTHORIZING SUSPENSIONS AND/OR EXPULSIONS

- (a) Cheating/lying/forgery.
- (b) Excessive suspensions.
- (c) Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense.
- (d) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (exception; in the case of *possession* of any object of this type, the student had obtained written permission to possess the item from the principal).
- (e) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, non-prescribed or illegal drugs, an alcoholic beverage, or an intoxicant of any kind.
- (f) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (g) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (h) Committed or attempted to commit robbery or extortion.
- (i) Caused or attempted to cause damage to school property or private property, includes writing on walls, desks, doors, etc. Parent/guardian shall be held liable.
- (j) Stolen or attempted to steal school property or private property.
- (k) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (l) Committed an obscene or immoral act or engaged in habitual profanity or vulgarity, possession or distribution of pornographic literature, pictures or video. Immoral conduct that is not in keeping with the moral standards taught in the Bible, as determined by the VCS administration.
- (m) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (n) Knowingly received stolen school property or private property.
- (o) Possessed an imitation firearm.
- (p) Committed or attempted to commit a sexual assault or committed a sexual battery; committed sexual harassment.
- (q) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding.
- (r) Engaged in, or attempted to engage in, hazing.
- (s) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
- (t) Harassment, threats, or intimidation, directed against school district personnel or pupils. Harassment of another student, including but not limited to, racial, ethnic, sexual, gender, religious, or threats and intimidation.
- (u) Terrorist threats against school officials or school property, or both. Terrorist threats, even if made in a casual manner, will be taken seriously.
- (v) Possession of any dangerous object of no reasonable use to the student.
- (w) Assault or battery upon any school employee.
- (x) Brandishing a knife at another person.
- (y) Possession of fireworks, firecrackers, matches, lighters, and/or other flammable materials or incendiary devices

BEHAVIOR PROBATION

Probation is a type of disciplinary action taken in an effort to correct unsatisfactory behavior. The length of the probationary period will be determined at the discretion of the school administration. The parent or guardian shall be notified of the action taken. Appeals of such disciplinary action by a parent or guardian may be made according to the procedures in this handbook.

APPEALS OF BEHAVIOR PROBATION OR SUSPENSION

Upon placing a student on probation, or upon suspending a student, the school shall immediately notify the student's parent/guardian of such action. The parent/guardian may schedule a conference with the administrator to discuss or appeal such action (this conference may be in lieu of, or in addition to, the conference between the administrator and the parent/guardian prior to the student's re-admittance to the school as agreed upon by the administrator and parent/guardian). If the parent/guardian desires to discuss or appeal such a matter further after a conference with the administrator, the parent/guardian may schedule a meeting with the superintendent. The decision of the superintendent shall be final in such matters.

EXPULSION

Occasionally it becomes necessary to expel a student who does not abide by the rules and regulations of the school.

When a student is asked to withdraw or is expelled from VCS, they will be restricted from being on campus or at any school activity for a minimum of one semester. After a semester the student may request the administration to lift this prohibition.

PROCEDURE FOR EXPULSION

If it becomes necessary, in the opinion of the school administration, to expel a student who does not abide by the Standards of Conduct contained in this Handbook, or who exhibits other behavior contrary to the Christian testimony of the school, the matter shall be referred by the superintendent to the Board of Directors of the school for disposition. The administration has the authority to suspend the student indefinitely until a final decision of the Board of Directors has been reached. In the event that the decision of the Board of Directors is to expel the student, the superintendent shall have delivered to the student's parent/guardian written notice of that decision. In the event that the parent/guardian wishes to request the Board of Directors to reconsider its decision, the parent/guardian must request such reconsideration in writing, and must have such written request delivered to the superintendent on or before fifteen days after receipt of the notice of the Board of Directors' decision. If such request for reconsideration is timely received, the Board of Directors shall schedule a meeting for reconsideration of the matter and shall provide written notice to the parent/guardian of the disciplined student as to the date, time and place of such meeting. The parent/guardian and the student shall be given an opportunity to address the Board of Directors with respect to the conduct, which is the subject of the disciplinary action. After such a meeting for reconsideration, the superintendent shall have delivered to the student's parent/guardian written notice of the decision of the Board of Directors in the reconsideration of the matter.

POLICY REGARDING ALCOHOL, TOBACCO AND OTHER DRUGS (ATOD)

By virtue of enrollment in any Village Christian School, students agree to live within the framework of the school's Standard of Conduct. While some students may not have personal convictions in accordance with the standard in the handbook, agreeing to this standard obligates the student to assume responsibility for honorable adherence to it, **WHETHER ON CAMPUS OR OFF CAMPUS.** At the time of filing for admission or upon annual re-registration, both student and parent/guardian must agree to abide by and support the standards and to give wholehearted cooperation to the school in upholding and enforcing the standards. Such agreement, signed by the student and the parent/guardian shall be a condition for admission, or re-registration of the student to the school.

(ATOD) ALCOHOL, TOBACCO, AND OTHER DRUGS POLICY STATEMENT

Village Christian Schools, as an educational institution, (and in keeping with the laws of the State of California) promotes the belief that tobacco, alcohol, and other drugs are detrimental to the healthy development of adolescents. In keeping with this principle, we maintain a policy prohibiting students' use of these substances, and provide information and support to allow them to develop productive Christian lifestyles free of chemical encumbrances.

Students who are found to have early to serious dependency problems with substance abuse are dealt with by discipline, counseling, and referral to help them regain the freedom to control their lives. Ongoing support is provided through designated staff members who are available to meet with students giving them a chance to learn to live without using drugs.

Through the use of a variety of applications we will provide our students with an array of skills to counter societal trends toward substance use and abuse. This is a collection of motivational events, leadership training retreats, teacher and parent in-service workshops, community action projects, and recognition components that has shown to significantly raise the participation levels of young people motivating them to literally become partners in changing behavior.

We consider our spiritual and educational task to be a team effort involving students and their families, faculty, staff, administration, and the local community. To assist in this effort, we offer ongoing parent education training for the purpose of providing parents with support and information to encourage healthy, spiritually based, growth-producing relationships with their young people.

We believe that community professionals and agencies serve as resources, which can be enlisted to help in our mission, and it is our intent to promote this interaction in our schools.

Our students will be the leaders of tomorrow's society, a prospect which makes the educational and spiritual foundation we give them today critical, and exciting; and it is Village Christian School's goal to give our students the knowledge, skills, and spiritual values to equip them for the successful and godly treatment of that future society.

IMPLEMENTATION AND PROCEDURES

Village Christian Schools has adopted a substance abuse policy effective with the 1996-97 school year. A condition of enrollment/re-enrollment is the signing of a consent form, by both the Parent (s) and Student, thereby giving full support and agreement with the policy. Choosing not to sign the consent form, by parent or student, will result in non-admittance or inability to re-enroll. Parents choosing not to allow their student, or refusal by a student, to submit to any part of the policy conditions will result in dismissal from the school.

CONDITIONS

Students may be required to submit to substance abuse testing under the following circumstances:

1. If the High School Principal, Middle School Principal, or Superintendent sees evidence or signs of substance abuse on the part of the student or after the administration has conducted an investigation and has determined that there is a reasonable basis to suspect or believe that a report of substance abuse, by students, parents, or other individuals, may be accurate.
2. If the administration suspects that a student has a history of substance abuse.

Initial substance abuse testing shall be by urinalysis and/or examination of hair follicles. Testing which results from the administration's belief, or strong suspicion that a student is using any type of drugs including alcohol, will be at the expense of the student and/or his or her parent/guardian. Such testing will be done at a facility selected by the administration. Any exception must have the Superintendent's approval.

Substance abuse test results shall be confidential. Follow-up testing may be required to ensure reliability when there is a positive or negative test result. At the discretion of the administration, the substance abuse test may be for a general screening or for a specific substance. The school will make results of tests only available to school personnel on a need to know basis. The school may not publish any results of a substance abuse test by individual student's name. Test results may not be discussed with non-related parents/guardians, other students, faculty, or staff except on a need to know basis.

Confirmed positive results from any substance abuse testing, after follow-up testing, will prevent the student from participating in any athletic, interscholastic, or other school sponsored activity as a participant or a spectator and shall result the student's immediate **SUSPENSION. LONG TERM SUSPENSION AND/OR RECOMMENDATION FOR EXPULSION.**

TOBACCO: Village Christian School's basic policy is: Possession of, use of, or consumption of any tobacco product on campus or at any school function (on or off campus) is strictly prohibited. Any possession of, use of, or consumption of any tobacco product off campus, at non-school activities, which endangers the good name of Village Christian Schools is strictly prohibited and is subject to the full impact of this policy in its entirety.

ALCOHOL: Village Christian School's basic policy is: Possession of, use of, or consumption of any beverage or substance containing alcohol, or being under the influence of such substance, on campus or at any school function (on or off campus) is strictly prohibited. Any possession of, use of, or consumption of, or being under the influence of any beverage or substance containing alcohol off campus, at non-school activities which endangers the good name of Village Christian School is strictly prohibited and is subject to the full impact of this policy in its entirety. Considered even more serious is the student's involvement in the giving or selling of alcohol of any kind to anyone.

OTHER ILLEGAL DRUGS: Village Christian School's basic policy is: Possession of, use of, consumption of, or being under the influence of illegal drugs on campus or at any school function (on or off campus) is strictly prohibited. Any possession of, use of, or consumption of, or being under the influence of illegal drugs off campus, at non-school related activities which endangers the good name of Village Christian Schools is strictly prohibited and is subject to the full impact of this policy in its entirety. Considered even more serious is the student's involvement in the giving or selling of prescription drugs, illegal drugs, drug paraphernalia, or look alike drugs of any kind to anyone.

CONSEQUENCES

Possession of tobacco products - 1st offense: 1 day suspension; 2nd offense: multiple days suspension or expulsion.

Smoking and other use of tobacco products - 1st offense: 1 day suspension; 2nd offense: multiple days suspension or expulsion.

Possession of alcohol - 1st offense: suspension/long term suspension and referral to psychologist for assessment; 2nd offense: expulsion.

Use of alcohol - 1st offense: suspension/long term suspension and referral to psychologist for assessment; 2nd offense: expulsion.

Possession of drugs - 1st offense: suspension/long term suspension and referral to psychologist for assessment, 2nd offense: expulsion.

Sale or giving of tobacco - 1st offense: expulsion.

Sale or giving of alcohol - 1st offense: expulsion.

Sale or giving of drugs - 1st offense: expulsion.

Sale or giving of drug paraphernalia or look alike drugs - 1st offense: expulsion.

"Under the influence" - 1st offense: suspension/long term suspension and referral to psychologist for assessment; 2nd offense: expulsion.

When the administration (Principal and Superintendent) is adequately convinced a student is involved in possession or use of ATOD (Alcohol, Tobacco, or other Drugs) that student will be placed on **SUSPENSION, LONG TERM SUSPENSION, or recommended for EXPULSION.**

When the administration has a reasonable basis that a student may be in possession of ATOD, that students book bags, purses, locker, desk or vehicle will be subject to search. Furthermore, a student will be required to empty all their pockets, purses or billfolds and allow these to be searched.

Students on **SUSPENSION or LONG TERM SUSPENSION** may be given the opportunity to be considered for re-entry into the regular school program under the following conditions:

- * Be willing to submit to a complete substance abuse assessment by someone selected by the administration who is highly trained in the areas of substance and chemical dependency and mental health.

- * The **entire family** of the suspended student **must** also agree to participate in the substance abuse assessment at the same time.

- * The student and family must agree to, and in fact, comply with all the recommendations contained in the psychologist's/psychiatrist's assessment report.

- * Upon satisfactory completion of the initial treatment, if required, the student **may** be considered for re-entry into the regular school program.

- * Should continued long-term treatment (2 - 5 years) be required the parents and student must agree to participate in full. This is a second point at which a student **may** be considered for re-entry into the regular school program.

- * The parents and the student must agree that the student will submit to random drug testing at the request of the administration.

- * Any reentry into the regular school program will be on the basis of a long-term probation. Should there be a second offense, a refusal to submit to a random drug test, or failure of a drug test, the student will be immediately expelled.

Any student believed to be guilty, by the administration, of trafficking in **ATOD** will be immediately **expelled** with no possibility of returning to Village Christian Schools regular school program (for a minimum of two years).

Students who have been placed on **SUSPENSION or LONG TERM SUSPENSION** and have successfully completed a substance abuse recovery program and have a positive recommendation from the psychologist who performs the substance abuse assessment **may** be reinstated to athletic and/or interscholastic participation if all other requirements are met as determined by school administration. Students in this category must certify their participation in such a substance abuse recovery program by submitting official records or reports to the school including but not limited to a signed release allowing the administration to speak directly to the program director, counselor, therapist, or doctor, and by agreeing to submit to periodic and unannounced substance abuse test.

Any student who is expelled forfeits any opportunity to return to Village Christian Schools for a minimum of two years. There are no exceptions. Any student requesting consideration for re-entry, and is in compliance with the two year separation provision, will have to appear before the Discipline Review Committee. This committee will make a recommendation to the Superintendent. Following the Superintendent's review of the recommendation, the Superintendent will submit a recommendation to the Board of Directors for final dispensation. This decision will be final.

The Discipline Review Committee will be selected by the Superintendent and will consist of two parents, two students, two teachers, one school level administrator, one school counselor and one Board member.

PLEASE SIGN AND RETURN NEXT PAGE

SIGNATURE SECTION

POLICY REGARDING ALCOHOL, TOBACCO AND OTHER DRUGS.

We acknowledge that we have carefully read the policy regarding Alcohol, Tobacco, and other Drugs. We hereby agree that as a student and as parents, we will support the Policy regarding Alcohol, Tobacco and other Drugs. We hereby agree to support and cooperate in upholding, applying, and enforcing the standards of this policy.

Mother's Signature/Guardian

Date

Father's Signature/Guardian

Date

Student's Signature

Date

Print Student's Name

Grade

Date

**PLEASE SIGN THIS PAGE AND RETURN WITH THE OTHER
SIGNATURE PAGE ON OR BEFORE SEPTEMBER 14, 2009.**

DRESS FOR SUCCESS

STUDENT DRESS AND APPEARANCE

A neat and properly attired student has a definite bearing on the school atmosphere, which is conducive to study, and good work in a Christian school.

Parents and students should determine prior to the departure for school whether the student's attire is appropriate and within school standards. Students are responsible for wearing proper attire. Should a student violate the dress standard, parents will be notified and may be asked to bring the appropriate clothing. Depending on the infraction, the student may not be allowed to attend class until such time as he or she is properly dressed. Dress code violators are assigned an unexcused absence for the time out of class.

Students are expected to wear school uniforms upon arrival on campus in the morning and until leaving campus following dismissal at the end of the school day. The traditional VCS dress code (clothing that is neat, clean, modest and appropriate) is in effect for after school events and summer school.

ACCEPTABLE AND UNACCEPTABLE STANDARDS

Fit

- All clothes must fit properly.

Socks, Tights, Leggings

- Must be solid colors: white, VCS red, gray, navy, and black only.
- No fishnet or patterns on tights or leggings.

Belts

- If the clothing article has belt loops, then a belt must be worn.
- Belts can be black, brown, khaki, navy, white or red.
- The belt buckle must be moderate in size without objectionable wording or slogans.

Shirts

- The girls' short sleeve sweaters do not need to be tucked in.
- All polo shirts, boys and girls, may be worn out or tucked in.
- Oxford shirts must be tucked in.
- Layering: Undershirts must be solid colors: white, VCS red, gray, navy and black only.

Hats

- No hats (without medical approval). No bandanas.

Girls Hair

- No extreme hair styles or colors. No rollers or curlers.

Boys Hair

- No extreme hair styles or colors. No hair hanging in the eyes (below the eyebrow line), over the ears (past the earlobe), or past the bottom of the shirt collar; no ponytails.

Girls Accessories

- Girls jewelry and accessories should be simple and in good taste and not distracting. No spike accessories. No body piercing is allowed, including that which would normally be covered by clothing, other than the wearing of appropriate earrings. No tongue studs. No neckties.

Boys Accessories

- Boys' jewelry and accessories should be simple, in good taste and not distracting. No earrings. No spiked accessories. No tongue studs. No body piercing is allowed, including that which would normally be covered by clothing. No make-up or nail polish. Neckties are allowed with the oxford shirt only but must coordinate with the outfit and have no logos.

Skirts

- VCS preferred length: top of the knee. Minimum length: no more than 3 inches above the top of the knee.

Shorts

- Girls: length must be no shorter than mid-thigh.
- Boys' shorts must be worn on the waist, exposing no undergarments.

Pants

- Girl/Boy pants may not be altered to change the uniform style.
- Boys' pants must be worn on the waist, exposing no undergarments.
- Girls' Capri length pants are unacceptable.

Outerwear

- A True Grits top must be worn under outerwear.
- All True Grits jackets, cardigans, and sweatshirts are acceptable.
- VCS sports/class/club sweatshirts are acceptable as outerwear.
- Sweaters and sweatshirts in solid colors (white, VCS red, gray, navy and black only) are acceptable.
- Coats and jackets without lettering or logos are acceptable.

Designated Theme Days

- Theme days are acceptable and must have administrative approval.

Game Days

- Athletes will wear True Grits bottoms and designated team tops (with head coach and athletic director approval) on game day.

After School Activities

- Neat, clean, modest and appropriate attire is required.

The administration makes the final decision regarding the appropriateness of student attire at school and school activities. The administration may revise the dress code at any time to adjust to fashion/fads/trends that it deems appropriate or inappropriate.

ATTENDANCE POLICIES

As partners in your student's education, it is incumbent upon the school to strongly encourage daily attendance. Parents as partners must work in tandem with the school to ensure their student is in school except for illness or emergency events/circumstances.

Written work and reading assignments can be made up, but discussions and in class projects are impossible to replicate. Therefore, unless the absence is for a legitimate illness, no substitution of assignments will be given to replace the missed class activity. Teachers may elect to give students participation grades in their classes. Students earn participation grades for attending and participating in class.

PROCEDURES TO FOLLOW

- Each day that a student is absent from school, parents are asked to call or email juliy@villagechristian.org or lindan@villagechristian.org the attendance office between 7:30 a.m. and 10:00 a.m. to report the absence. This may be done in lieu of a written note.
- Upon returning from an absence, all students must check in at the attendance office to receive a re-admit slip whether the class meets that day or not. If a note is required (because a phone call was not made the morning of the absence), it must state the student's name, the date of the absence, and the specific reason for the absence. If a note is forgotten, ONE day grace will be granted, after that, the absence will remain un-excused. Parents/legal guardians are the persons authorized to call in or write and sign student notes.
- Students may make up homework, missed quizzes, tests, and assignments for excused absences. Students may also check teacher's websites. It is the responsibility of students to make up all work missed and to find out from the teacher what their assignments, tests, etc. were. Students have the number of days equal to the number of excused absences plus one in which to makeup work that was assigned while they were absent. Failure to make up work in the designated time results in a zero for the missed work. Students will be expected to make up tests and quizzes immediately upon returning from one day's absence. In the case of long-term absence, special arrangements are to made which are acceptable by the teacher and administration.
- If the student is absent three (3) or more days, parents may call the attendance office to request homework assignments. Assignments may be picked up in the appropriate office between 2:40-4:00 p.m. if the request has been made by 8:30 a.m. that morning.
- Extended absences of five (5) days or more may require a doctor's note to be excused. All attendance problems are brought to the attention of administration and counseling office. Further action may be taken as necessary. Recurring absences and tardiness will affect the academic progress of students and will make it very difficult for them to keep up on the classroom with assignments. In the case of prolonged absence, due to illness, special arrangements to complete class credits, acceptable to the principal and the teachers, must be made
- Students may go off campus for lunch only with their parents or a teacher (special requests with written permission) during the regularly scheduled lunch period, and must be back in time for their next class.

- All school days on the school calendar are considered full school days unless otherwise specified through newsletters of special events. All minimum days, final weeks, and activity days are considered compulsory attendance days.

As partners in your student's education, it is incumbent upon the school to strongly encourage daily attendance. Parents as partners must work in tandem with the school ensure their student is in school except for illness or extraordinary events.

Written work and reading assignments can be made up, but discussions and in class projects are impossible to replicate. Therefore, unless the absence is for a legitimate illness, no substitution of assignments will be given to replace the class activity.

EXCUSED ABSENCES

- Illness with note from parent or doctor.
- Students are required to get an authorized signature on the white school release form when returning from professional appointments.
- Funeral, with note from parent or guardian.
- Emergencies deemed so by the administration.
- Special situations, the administration and faculty are aware that parents have rights regarding the activities of their children. We are however, concerned when continued absence and tardiness affects their school performance. More than 10 absences in a semester is considered excessive. The school cannot be responsible for a student's academic progress when there is extended vacations, snow boarding, surfing, ski trips, etc. On rare occasions, such an activity on school days may be necessary. If so, the student must make arrangements at least three school days prior to the event through the attendance office with.
- There are occasions when parents are out of town and have to leave their child in the care of someone else; therefore, we much have this information on file for note and emergency reasons. Parents must comply with this request.

UNEXCUSED ABSENCES

- Unexcused absences are those, which have not been excused by a note or phone call from a parent.

PLANNED ABSENCES

- When requesting work for a planned absence, you must contact the office and give as many days notice as the length of planned absence. Any work that is given ahead of time must be completed upon the students return. Work that was given ahead of time and not competed upon return could result in a zero given for that assignment.

EARLY DEPARTURES

- Parents must come to or contact the Middle School Office for their students to be excused.

PARTICIPATION GRADES

Teachers may elect to give students participation grades. Students earn participation grades for consistent attendance and positive participation in class.

TARDIES

1. A student is tardy to class if he/she is not in the classroom in their assigned seat at the class starting time.
2. A phone call or a note excusing a tardy signed by the parent or legal guardian, must be brought by the student to the office. Notes may be submitted to the office no later than the following day to be considered excused.
3. After the third unexcused tardy to a particular class, the teacher may contact the parent. Consequences for exceeding the unexcused tardy limit include detention, Saturday School, suspension, and or grade reductions to semester grades.

TRUANCY

1. Absence without the knowledge and consent of parents or approval from an administrator is considered truancy. Truancy may incur in Saturday School and/or suspension.
2. Students are not allowed to go off campus at any time, without permission, those doing so will be considered truant. Students who are truant lose the opportunity to make up work and will receive a grade of zero for any missed work

AFTER SCHOOL HOURS

Students are not to remain on campus after school unless they are involved in after school activities. Students are not permitted in classrooms unless they are in the presence of a teacher or staff member.

Middle School students who must remain on campus after 3:30 p.m. and who are not involved in activities must report to a designated area (to be determined) for study hall. A nominal fee is charged for this. Students are not to remain on campus for reasons other than those mentioned above

WITHDRAWING FROM VILLAGE/TRANSFERRING TO ANOTHER SCHOOL

Please contact the admissions office for proper withdrawal procedures. The pupil must check in all school property, such as library books, textbooks, etc., and clear out his/her locker. All financial obligations, such as tuition, book fines and assessments must be paid at the time of withdrawal.

STUDENT INFORMATION

ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

To be eligible for athletics or other non-graded extra-curricular activities, a student must maintain a 2.00 GPA without any failing grades. This requirement does not apply to co-curricular events or productions. Co-curricular activities are those in which grades are given for participation, a class requirement. Eligibility for graded and unique extra-curricular activities will be determined per activity.

Eligibility is checked at interims and end of quarters. Middle School students stay ineligible until they have proof from their teacher that their failing grade has been brought up. Any student failing a class or having a GPA below 2.00 at the end of the second semester must make up the class or raise the GPA before they will be eligible for fall activities.

Athletes that are ineligible may not leave campus early to attend athletic events. Ineligible athletes must attend all of their daily classes.

Any student who misses the majority of their classes because of illness may not participate in practice that day. Participation in games, productions, or competitions, will be determined by the principal.

Students entering high school from 8th grade must have achieved a 2.00 GPA at the conclusion of the previous grading period to be academically eligible in the fall.

AWAKEN AND ASSEMBLIES

Awaken is an important part of campus life at Village Christian Middle School. Students are required to attend Awaken. Students are to enter chapel promptly, courteously, and reverently, and to show reverence and respect at all times.

TECHNOLOGY

The use of technology is limited to appropriate school activities as directed by the teacher and/or the librarian. This includes, but is not limited to, VCRs, computers, TVs, and all visual and/or audio media. Students are not to install games or programs on any computer. USB flash drives, CDs, DVDs, floppy disk or any other media storage device are not allowed. All students have been provided with access to School Web Lockers to facilitate the transfer of files for school between home and school. School suspension may result for any of these infractions.

LIBRARY

The library will be open from 7:30 a.m. until 4:00 p.m. Respect for others should be shown by being quiet and observing the library rules.

Students are not allowed to check out books for another student. Picture ID is required to check out a book.

Library books may be checked out for two weeks. Bibles and magazines are for reference only. Students will be held responsible to return the books on time. If a book is overdue the student is responsible to return

the book and pay the fine. There will be a charge of \$.25 per day, excluding weekends, holidays, and excused absences, for all overdue books. If fines are not paid, appropriate discipline will be taken.

Full payment must be made for lost books. There will be a charge for damaged books according to the type and extent of damage.

TEXTBOOKS

Textbooks are made available to students at no additional cost. Each student is responsible to take good care of the textbooks issued for each class. Each book must be covered with a durable protective cover. Books are not to be written in or damaged in any way. Students will be expected to pay for lost or damaged books. Students will also be charged for books that are uncovered, or left lying around campus. Also, students are not to leave their textbooks in classrooms. Please do not share books with other classmates. You are responsible and accountable for the proper care of your textbooks.

LOCKERS

Lockers are provided for students to store textbooks and personal belongings. Students have the responsibility to keep their lockers clean and orderly at all times. Students are not to write on any portion of the locker whether it belongs to them or someone else. The administration reserves the right to search any locker(s) at any time without notification. Students should not leave their books, backpacks, etc. lying around unattended at any time. Locker combinations are not to be given to other students in order to maintain tight security. In addition, students are not to exchange lockers nor use another student's locker.

PERSONAL PROPERTY

Village Christian School is not responsible for any personal property that students bring to school, including personal electronic devices.

NOTICES AND ANNOUNCEMENTS

Students must obtain permission from their office before posting any notices, flyers or announcements at school.

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. Students may not be dropped off in the parking lot beside the auditorium.
- Traffic on the city streets must reasonably move at all times, or the police will ticket drivers. In order to keep traffic 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.

We strongly recommend the use of carpooling, the bus routes, or the free school shuttle. You can check out the bus stops available to you on our website.

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.

BICYCLES AND SKATEBOARDS

Bicycles are to be placed in the designated area where they are to remain during school hours. Bicycles, in-line skates, and skateboards may not be ridden on campus.

WORK PERMITS

Any student under age eighteen who is employed during the school year is required by state law to have a work permit. Students are not to work more than 28 hours per week during the school week and are not to work after 10:00 p.m. Once the student is hired, an application may be picked up in the High School office. The work permit will be issued when the application is filled out and turned into the office. A new work permit must be obtained every time there is a job change and for summer jobs. The school reserves the right to revoke a work permit if a student's academic progress or school attendance is affected.

ATHLETICS

As a Christian Middle School, Village has many opportunities to be a Christian testimony to opposing athletes, officials, and spectators through athletics

Though rivalry with other schools may exist, the school still expects only the highest form of sportsmanship from Village Christian School athletes, coaches and parents.

PHYSICAL EDUCATION

P.E. is required for all sixth through tenth grade students. P.E. Clothing must be worn and should be purchased from the True Grits store.

Parents may request in writing that a student be temporarily excused from physical activity for three days. Notes to that effect should be submitted to the Health Office.

For exemption extending beyond three days, a written note from a doctor is necessary. This notice is to be presented to the school nurse. Parent notification will be accepted if the doctor's note is forthcoming. Parents are to notify the nurse in writing when the student is able to return to the regular physical education program. To receive a grade in P.E. a student must participate in minimum number of days in a quarter as mandated by the state.

SECURITY CAMERAS

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

HEALTH POLICIES

WHEN A STUDENT BECOMES ILL AT SCHOOL

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, in order. 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 never sent home alone, even if they are 18 years old. Students sent to the Health Office may rest for 20 minutes, after that time they must return to class or be sent home.

Village Christian Schools has a policy that every family is to have plans for the prompt pick up of their student 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 student home. The Health Office cannot provide long-term care for students waiting to go home. Students need to be picked up as soon as possible from the time contact is made.

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

RE-ADMISSION AFTER ABSENCE

Students who have vomited, had a fever (100.4 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 and symptoms of illness 24 hours prior to re-admission.

After an absence, the student is to obtain a re-admit slip through the attendance office. Parents must verify absence by calling the morning of the absence or with a signed note the day the student returns.

The following must be re-admitted through the Health Office: All students returning 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, mononucleosis, any unusual rash, head lice, scabies, or other illnesses.

All PE excuses are written by the Health Office. A parent’s note will be adequate for up to ONE day. A physician’s note is required if an excuse is needed for more than ONE day.

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, which 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.

ADMINISTRATION OF MEDICATION

All medication taken during the school day must be brought to the school Health Office. 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. Medications, including aspirin and Tylenol, are not to be carried by students on campus at anytime, unless they have a signed student contract form on file, including a physician's approval.

Medication administration 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. Medication will be kept in a locked cabinet in the school Health Office.

It is the responsibility of parents of children taking regular daily medications to provide a one-month supply that they replenish when needed. Medications that require a one-half tablet need to be brought with tablets pre-cut. Please notify the Health Office of any change in medication. Every medication must be renewed at the beginning of each school year.

ALLERGIES

If your student has any severe allergies to food or substances, the school must have a doctor's written emergency plan on file, along with medication ordered, such as Benedryl and or/ Epi-Pen.

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. Scoliosis Screening: 6th – 8th Grade, Vision and Hearing 8th Grade.

Please notify the Health Office immediately with any changes in your student's health.

ACADEMIC AND CLASS INFORMATION

GRADING SCALE:

Percent	Grade	Gr. Pts.	Percent	Grade	Gr. Pts.
93-100	A	4.0	73-76	C	2.0
90-92	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.0	63-66	D	1.0
80-82	B-	2.67	60-62	D-	.67
77-79	C+	2.33	0-59	F	.0

The quarter and semester GPAs reported on report cards are weighted for honor roll purpose.

ACADEMIC INTEGRITY

The principle rule of academic integrity is that each member of the school community will do his/her own work, executed to the best of her/his ability, exclusively for the assignment for which it is presented. Because Village Christian Schools seeks to develop responsible students and scholars, the school acknowledges the principle of academic integrity. Any breach of academic integrity will be addressed by the instructor, in consultation with the Dean of Students and may result in a failing grade for the assignment or the course.

HONOR ROLLS

Students have the opportunity to be placed on an honor roll at the end of each semester. Students may be placed on the Gold Honor Roll (GPA - 3.75 or above) or on the Silver Honor Roll (GPA - 3.50 to 3.74).

PASS (PARENTAL ACCESS SUPPORT SYSTEM)

Parents may access PASS (Parental Access Support System). This online communications program allows parents to go to the VCS web site and view their children's attendance, grades, schedule, etc. Instructions can be found on the web site www.villagechristian.org.

All teachers can be contacted via E-mail through the website. Parents and students are encouraged to use this vital informational tool.

INTERIM REPORTS

Interim reports will be issued at the middle of each grading period. Students with incompletes and/or who are averaging 72% or less will receive these reports. Report cards will be issued at the end of each quarter. Parents can get regular information about their student grades by checking PASS at least weekly. PASS is updated daily.

FAILING A CLASS

Any student receiving an F or having a GPA of less than 1.75 for their semester grade will be placed on academic probation. Students remaining on academic probation for more than one semester may be requested to leave school. Students are removed from academic probation if they meet the conditions of the probation contract. It is our desire to work hand in hand with parents and students in maintaining the academic standards desired at VCS.

Any student failing 3 or more classes in a semester or failing 4 or more classes in a school year may be required to leave the school.

Any 8th grade student with 3 or more semester fails will not be eligible to participate in 8th grade graduation.

Students failing required course(s) at the end of a semester and allowed to continue as a student at VCS for the following semester must make up the failed course(s) in summer school

BIBLE CLASS

School Board Policy states that, Bible is required for all students, for every semester, and is a requirement for graduation. Although students are not required to profess Christianity, antagonism to the Gospel of Jesus Christ may result in removal from Village Christian Schools.

HOMEWORK

Homework is one of the methods used to reinforce concepts taught to promote progress and to teach work habits and responsibility. Projects, book reports, research or term papers, etc., will be assigned an adequate time prior to the due date.

LATE WORK

Assignments not turned in on time, and make-up work not completed within the specified time limits may be assigned a grade of zero at the discretion of the teacher. Teachers are not required to accept late work.

HOW GRADES ARE COMPUTED

The semester grade is what determines if a student passes or fails a course. The first semester grade is the combination of the first quarter, second quarter, and final exam grades. Likewise, the second semester grade is the combination of third quarter, fourth quarter, and final exam grades. The total number of points in each semester is divided by the total number of weights to arrive at the semester final grade.

A weight might be considered the proportion that the teacher determines the assignment should have in relation to other assignments. For example, a teacher might assign a homework assignment as 1 weight, a quiz as 2 weights, and a test as 4 weights. If the student scored 80 on the homework, 90 on the quiz, and 100 on the test, the 80 would be multiplied by 1, the 90 would be multiplied by 2, and the 100 would be multiplied by 4. The total would be divided by 7, which is the sum of the weights. This would result in an average of 94.29.

Credit for a class will be granted only once. However, all grades will be posted on the transcript even if the failed grades are made up. Students making up a class will not receive more than 5 credits for that class. In other words, classes taken over for an improved grade will not receive duplicate credits.

SUMMER SCHOOL

Summer School is provided as a service to the VCS community. To receive summer school credit for an academic class, a student may not miss more than three days per summer school semester (3 week period). Parents and students who wish (or need) to attend summer school should make vacation plans accordingly. Each day of summer school is roughly equivalent to a week of class in the regular year. Summer school students in academic classes should expect nightly homework. The amount of homework will vary, but it will typically be similar to a week's worth of homework for that particular class in the regular year.

FINALS SCHEDULES

2009-2010

First semester final exam schedule—room assignments for finals TBA

January 19: Final Exams

8:00 to 9:20—Period 1
9:20 to 9:40—Break
9:40 – 11:00 Period 2
11:00 – 11:15 – Break
11:15 – 12:35 – Period 3

January 20: Final Exam

8:00 to 9:20—Period 4
9:20 to 9:40—Break
9:40 – 11:00 Period 5

January 21: Final Exam

8:00 to 9:20—Period 6
9:20 to 9:40—Break
9:40 – 11:00 Period 7

June 1: Final Exams

8:00 to 9:20—Period 7
9:20 to 9:40—Break
9:40 – 11:00 Period 6
11:00 – 11:15 – Break
11:15 – 12:35 – Period 5

June 2: Final Exam

8:00 to 9:20—Period 4
9:20 to 9:40—Break
9:40 – 11:00 Period 3

June 3: Final Exam

8:00 to 9:20—Period 2
9:20 to 9:40—Break
9:40 – 11:00 Period 1

8th Grade Graduation is on June 4th, 2010 at 6:00 P.M. at Forest Lawn Hollywood Hills, Hall of Liberty.

SIGNATURE PAGE

I acknowledge that I have received the handbook and have carefully studied the Handbook and specifically the Standards set forth there in. I hereby agree that, in consideration for the privilege of my son/daughter attending VCS as a student, I will be bound by the terms of the Standards and of the Handbook and will give VCS my complete support and cooperation in upholding, applying, and enforcing the Standards and the Handbook. Without limiting the foregoing, I hereby agree that, in the event that I have any dispute, claim or controversy pertaining to the Standards, I shall be bound by the terms and conditions of the Handbook with regard to resolution of such dispute, claim or controversy.

Mother's Signature/Guardian

Date

Father's Signature/Guardian

Date

I acknowledge that I have received the Handbook and have carefully studied the Handbook and specifically the Standards set forth there in. I hereby agree that, in consideration for the privilege of my attending VCS as a student, I will be bound by the terms and conditions of the Standards and of the Handbook and will give VCS my complete support and cooperation in upholding, applying and enforcing the Standards in the Handbook. Without limiting the foregoing, I hereby agree that in the event that I have any dispute, claim or controversy pertaining to the Standards, or any action taken by VCS pertaining to the Standards, I shall be bound by the terms and conditions of the Handbook with regard to resolution of such dispute, claim or controversy.

Student's Signature

Date

Print Student's Name

Grade

Date

**PLEASE SIGN THIS PAGE AND RETURN WITH THE OTHER
SIGNATURE PAGE ON OR BEFORE SEPTEMBER 14, 2010.**