

PARENT HANDBOOK

FOR

**VALLEY CHRISTIAN
ELEMENTARY SCHOOL**

2007-2008

**Valley Christian Elementary School
1450 Leigh Ave
San Jose, CA 95125
408-559-4400**

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This Handbook for Parents is to assist you in the daily interpretation of the policies and rules of Valley Christian Elementary School. We trust it will prove helpful to you, our parents.

What Parents Can Expect at VCS

A MESSAGE FROM THE SUPERINTENDENT

1. An effective, well-trained Christian teacher who loves the Lord and your children.
2. Nurturing classrooms managed by teachers who are personally committed to the Lordship of Jesus Christ and who strive to model the fruit of the Holy Spirit in all of their living.

The fruit of the Spirit are "LOVE, JOY, PEACE, LONGSUFFERING, GENTLENESS, GOODNESS, FAITH, MEEKNESS and TEMPERANCE"(Galatians 5:22).

3. The Bible, which is God's Word, to be the core of the curriculum.

In addition to daily Bible instruction, every subject being taught is integrated with the truths and Christian values contained in the Bible. Prayer will be an important part of every student's school day.

Because VCS is an interdenominational school, teachers teach Biblical views which are held in common by all Bible believing churches of the Protestant tradition.

4. All students to be taught to seek forgiveness for sin, accept Jesus Christ as their Savior, take personal initiative to study God's Word and make it their primary objective in life to love, serve and honor Jesus Christ.
5. Rigorous educational training to include an academic, physical, social and spiritual emphasis with instruction at a level at which students can succeed with reasonable effort. Reasoning, critical thinking skills and internalization of Christian values are important educational goals.
6. Teachers to view parents as the primary educators of their children under God.

Christian teachers receive their authority to teach children from parents and are therefore to be held accountable to God and parents.

Parents can expect written or personal communication from teachers to allow parents to provide added assistance to the student in time to raise a final grade should an academic grade begin to slip below a "C." Parents are always welcome at school. Parent-teacher conferences may be arranged through the school office. If student difficulties or differences with the school arise, VCS is committed to working with parents and students to a resolution of the difficulties.

7. Primary class sizes will normally be no larger than 25 and intermediate (grades 3-5), Junior High and High School classes will normally be no larger than 29. A qualified teacher's aide may allow for a larger class. Classes are most often smaller.

GREETINGS FROM THE PRINCIPAL

Dear Parents,

Valley Christian Schools are beginning their 48th year of ministry. There are three major things which make our school "mighty in Spirit" this year and effective in the years to come.

I. PURPOSE

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

II. PARTICIPATION

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

III. PRAYER

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

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

Serving Him,

Shirley Hitchcock
Principal

ACSI DOCTRINAL STATEMENT ADOPTED BY VCS

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16; II Peter 1:21).
2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9) His resurrection (John 11:25; I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

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

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

WHY VALLEY CHRISTIAN SCHOOLS?

A Statement of Philosophy

There are two basic and opposing views of life: man-centered (humanistic), and God-centered (Theistic). Believing in the authority of the Word of God and in its instruction to parents to bring their children up in the "discipline and instruction of the Lord," (Eph. 6:14), Valley Christian Schools exist to assist parents in fulfilling their God-given responsibility. Such discipline and instruction will result in a view of life that is God-centered and which provides an overall logic and meaning to life and to the educative process.

The source of this life view is God's revelation to man as seen in the Written Word (the Bible), the Living Word (Jesus Christ), and in his creation (nature). This revelation demonstrates that God is the "Source of all truth" and the Creator of all things; that Jesus Christ, the only begotten Son of God, is the Savior of mankind in whom are hidden "all treasures of wisdom and knowledge." (Col.2:3); and that man is a sinner who must be born again (John 3:7) and become a new person in Christ (II Cor. 5:17).

Seen in this light the function of Christian education is to enable the student to see that everything has an ultimate relationship to God. Since "all things were made by Him" (John 1:3), and since "the earth is the Lord's and the fullness thereof, the world and those who dwell therein" (Ps. 24:1), it is the purpose of Valley Christian Schools to show God revealed in His creation and to guide the student into conformity with His revealed will.

The integration of Biblical truth in every academic discipline and in every activity of school life is our educational aim. The ultimate objective is that God be glorified (Rom. 11:36).

Statement of Policy

The policies and procedures contained in the Handbook for Parents and the Enrollment Contract govern the relationship between Valley Christian Schools and its students and their parents. The policies and procedures contained in the Handbook are designed to maximize the educational experience of the student, provide guidelines for acceptable conduct and establish Academic standards and procedures. The policies and procedures contained in the Parent Handbook are subjects to periodic modification by Valley Christian Schools.

Educational Purpose

Valley Christian Elementary School adopts the historic, Christian view of life as presented in the Bible: since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man being a sinner by nature and choice, however, cannot in this condition glorify or know God. He can do this only by being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek this restoration of the student to the position of true knowledge, righteousness, and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially and physically. It must present all truth as God's truth and must be interpreted and integrated with God's Word. Such education is primarily the parents' responsibility and the school should function as an extension of the home and the families' Biblically based church, to aid the parents in giving this education.

Strategic Planning

As part of Valley Christian's accreditation, **Expected School-Wide Learning Results (ESLRs)** were developed by students, parents, teachers and staff. The following is the result of the input from the many group meetings.

VCS GRADUATES WILL:

Demonstrate an understanding of the Christian faith and values as found in the Bible and reflected in the life and teachings of Jesus Christ.

Demonstrate verbal, written and technological skills for effective communication.

Think critically, solve problems effectively and draw conclusions from research, personal analysis and investigation.

Demonstrate competence in the academic disciplines that will enable them to pursue the university and career goals to which they aspire.

Will demonstrate the interpersonal skills needed to work cooperatively and effectively with others, including those of other cultures.

SCHOOL CALENDAR

August	9	New Parent Orientation K-12
August	16	Back to School Night/Fourth/Fifth Grade Meet and Greet
August	20	School Begins
September	3	Labor Day, No School or Day Care
September	24	Spiritual Retreat, No School or Day Care
September	26	Picture Day
October	11-12	No School, ACSI Convention
October	19	End of First Quarter
October	25-26	Parent-Teacher Conferences, No School -Elementary
November	7	Elementary Townhall Meeting
November	21	Minimum Day K-12
November	22-23	Thanksgiving, No School or Day Care
December	19	Elementary Christmas Instrumental and Vocal Concert
December	20	Minimum Day K-12, End of First Semester
December	21-31	Christmas Vacation, No School
January	1-4	Christmas Vacation, No School
January	7	School Resumes
January	17	Elementary Open House
January	21	Martin Luther King's Birthday, No School or Day Care
January	25	Minimum Day K-12/ Teacher In Service
February	18-22	Winter Break, No School
March	7	No School-CSA In Service
March	11	Elementary Townhall Meeting
March	14	End of 3 rd Quarter

March	21	No School- Good Friday
March	24-28	Easter Vacation, No School
May	17	Festival of the Arts
May	26	Memorial Day, No School
May	29	Kindergarten Graduation
May	30	5 th grade promotion
May	30	Last Day of School, Minimum Day/End of Semester

PRINCIPAL

Miss Shirley Hitchcock: B. A. in Bible and Theology with Christian Education emphasis from San Jose Christian College; MA in Education Administration, San Jose State Univ.; CA Professional Clear Credential, CA Professional Administrative Services Credential, ACSI Teaching and Administrative Credentials, Slingerland Trained (Teacher Trainer), NILD Trained, 24 yrs. VCS, 3 yrs. Other

VICE PRINCIPAL

Mr. Jonathan Lee: BS Elementary Education, University of Cincinnati; MS Educational Organization and Leadership, University of San Francisco, CA Professional Clear Multiple Subject Credential, 1 yr. VCS, 12 yrs. VCHS Athletics, other 20 yrs.

DISCOVERY CENTER DIRECTOR

Mrs. Betty Ruth Bridgen: B.A. in History, M.A. in Education, specializing in Learning Handicapped. CA Elementary for LIFE credential, CA Clear Resource Specialist for LIFE credential, CA Specialist Instruction-Learning Handicapped for LIFE credential, CA Clear Crosscultural, Language and Academic Development for LIFE credential. VCS 19 years, other 10 years.

SECRETARY

Mrs. Alana James: 2 yrs. VCS
Mrs. Shirley Pattee: 22 yrs. VCS

REGISTRAR

Mrs. Connie Balson: 2 yrs. VCS

AIDES

Lead Aide: Mrs. Patty Danna: 10 yrs. VCS
Mrs. Debbie Buron: 3 yrs. VCS
Mrs. Natalie Gonzalez: 5 yrs. VCS
Mrs. Kim Artman: 2 yrs. VCS
Mrs. Cathy McFall 2 yrs. VCS

Mrs. Shari Daggett: 2 yrs. VCS
Ms. Kate Shields: 3 yrs. VCS
Mrs. Sandra Chavez: 2 yrs. VCS
Mrs. Trudy Parker: 3 yrs. VCS

DAY CARE TEACHERS

Mrs. Judy Huber (see Teacher List for degrees)
Mr. Jon Leach (see Teacher List for degrees)

DAY CARE SUPERVISOR

Mrs. Yolanda Williams, 20 yrs. VCS

CUSTODIAN

Mr. Agustin Barrientos, 10 yrs. VCS

TEACHERS

Mrs. Elizabeth Braithwaite: (First Grade) B.A. in Bible ,Theology and Christian Education from San Jose Christian; B.A from Bethany College in Applied Professional Studies; Slingerland Trained; 2nd year VCS, 1 year administrative assistant VCS, 3 years other

Mrs. Margaret Coutts: (Kindergarten) B. A. in English from San Jose State; Bible, Theology from San Jose Christian; CA Standard Elem. Credential and ACSI Standard Certification; Slingerland trained, 15 yrs. VCS; Preschool and 3 yrs. teaching at schools for missionary children in Africa.

Mrs. Jan Delke: (Third Grade) B. A. in Education from Seattle Pacific; ACSI Certification; Slingerland trained; 25 yrs. VCS; 19 years other

Mr. Mark Depold: (Fourth Grade) B. A. in Liberal Studies from San Jose State University; CA Professional Clear CLAD Multiple Subject Credential

Mrs. Joyce Esposito: (Fifth Grade) B. A. in Social Studies from Wheaton College, ACSI Certification, Slingerland Trained; 10 yrs prior VCS, 12th yr. returning to VCS

Mrs. Cara Galleher: (Hands-on Science) B. A. in Kinesiology and Psychology from UCLA; M. Education from UCLA; CA Teaching Credential; 8th year; VCS 5 years other

Mrs. Sheri Gambello: (Sixth Grade) B.A. in Home Economics from San Jose State; CA teaching Credential. 2nd year VCS, 11 yrs other

Mrs. Michelle Gerard: (Fourth Grade) B. A. in Psychology from San Jose State; CA Teaching Credential, Slingerland Trained; 8th year VCS; 5 years other

Mr. Troy Gunter: (Music) B. A. in Music Education from Bethany Bible College, ACSI Certification, 19 yrs. VCS

Mrs. Sandy Hanes (Music) B.A. in Music Education, Communications Minor, and Masters from California State University in Sacramento, Communications Major, over 10 yrs. of teaching experience in choir and piano in schools, churches, and private studios

Mrs. Susan Haire: (Fifth Grade) B. A. in Social Science with history emphasis, Bible minor from Biola; ACSI Certification, Slingerland Trained; 21 yrs. VCS, 1 yr. Teacher's aide, 1 yr. substitute, 3 yrs. other

Mr. Chuck Heath: (Sixth Grade) M.A. in Theology and Psychology of Education with Christian Development emphasis from Fuller Theological Seminary; B. A. in Biblical Literature and Theology from Asuza Pacific University. CA Teaching Credential, ACSI Certification, 2nd yr. VCS, 17 yrs other

Mrs. Beverly Hiatt: (Reading Specialist) B.S. in Human Development from UC Davis, CA Credential, ACSI certified, Slingerland trained. 6th year VCS, 16 years other

Mrs. Lily Homer: (Music) B. A. in Music from Julliard School, Teaching Diploma from the Hong

Kong Conservatory of Music, Teaching certificate from the Suzuki Association of America. 2nd year VCS, 10 yrs other

Mrs. Judy Huber: (First Grade) B. S. in Medical Technology from Univ. of Wisconsin; ACSI Certification, Slingerland trained; 21 yrs. VCS; 2 yrs. aide at VCS

Miss Melissa Johnston: (Kindergarten) B.A. in Child Development from San Jose State Univ., Slingerland trained; 3rd year VCS; 3 years other.

Mrs. Lori Kelly: (Second Grade) B. A. in Molecular Biology/ Elementary Education minor from U.C.S.D., ACSI Certification, 10 yrs. VCS, 2 year aide VCS, Slingerland trained

Mrs. Amy Kilpatrick: (Fifth Grade) B.A. in Liberal Studies from Point Loma Nazarene University in California; 3rd year VCS, Slingerland trained

Mrs. Annette Lane: (Computers, Spanish, Robotics) B. S. in Industrial Engineering from University of Puerto Rico: 6th year VCS, 4 yrs other

Mr. Jon Leach: (Second Grade) B. A. in Child Development from San Jose State Univ.; ACSI Certification; 9 yrs. VCS, Slingerland trained

Mrs. Kim Ramsey: (Third Grade) B. S. in Education from Southeastern Oklahoma State University; Teaching credentials: Oklahoma, Texas, Nebraska; ACSI Certification; 5th yr. VCS, Slingerland trained

Miss Christine Scott: (Kindergarten) B. A. from San Jose State University in Child Development, Slingerland Trained; 6th year VCS, 1 year other

Mrs. Diane Severinghaus: (Kindergarten) B. A. Elementary Education from San Jose State; ACSI Certification; Nat'l. Inst. Learning Disabilities Credential, Orton Gillingham trained, San Jose Area Writing Project Consultant; 22 yrs. VCS, 5 yrs. Calvary Community Christian School, 5 yrs. other, 5+ yrs. substitute teaching

Mrs. Wendy Sewell: (Fourth Grade) B.S. Elementary Education from University of Nebraska at Omaha; Multi-subject Credentials, 2 yrs. VCS, Slingerland Trained

Mrs. Cheryl Sizemore: (First Grade) B. S. Special Education from University of Texas; California Learning Specialist Credential; MA Instructional Tech-SJSU, ACSI Certification in Special Ed. and Elem. Ed.; CA Credential, Slingerland trained, 14th yr. VCS

Mrs. Lisa Sullivan: (Second Grade) B. A. in Information and Communication Studies from CSU, Chico; ACSI Certification, Slingerland Trained; 9th yr. VCS

Mrs. Pam Wass: (Educational Therapist) B.A. in Social Sciences from University of California at Santa Barbara; ACSI certified, NILD level II trained; 8th year VCS, 4 yrs other.

Mrs. Janet Yost: (Third Grade) B. A. University of San Diego; CA Professional Clear Multiple Subject Credential; 1st year VCS, 5 yrs. other

SPECIALISTS

Ms. Michelle Furr: (Art Specialist) Slingerland Trained, 7th yr. VCS, 1 yr. Substitute teaching

Mrs. Yolanda Williams: (P.E. Specialist) 20 yrs. VCS, 1 yr. part-time, 1 yr. other

VIDEOS AND FILMS

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

VALLEY CHRISTIAN ELEMENTARY SCHOOL RULES

A complete list of playground rules will be available at Back to School Night.

BEFORE SCHOOL:

1. Go directly to the play yard
2. Respect and obey the teacher and aides on duty.

OUT OF BOUNDS:

1. All planters or planted areas
2. Any non-fenced area
3. Classrooms when class is not in session
4. Office without a pass
5. Chapel/classrooms without an adult

LUNCH TABLES:

1. Remain at the same table in the same spot throughout the lunch period.
2. Remain at the table until the duty teacher excuses you.
3. Do not throw paper or food.
4. Do not trade food.
5. Place all trash in the garbage can when dismissed.

BATHROOMS:

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

AFTER SCHOOL:

1. Go **directly** to the line up area with your classroom teacher.
2. If you do not come through the pick-up line or have a carpool, you **must** check your child out with his or her teacher at the carpool line. Your child **cannot** remain unattended at the gate.
3. Wait for a teacher to escort or excuse you to your car.
4. At 3:15 p.m. any remaining students must check into day care.

REMEMBER AT ALL TIMES:

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

CONTINUAL DISOBEDIENCE OF THESE RULES WILL RESULT IN A REFERRAL DISCIPLINE

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

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

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

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

Teachers have the responsibility to discipline the students when necessary. The principal is the ultimate authority at the school. A simple referral system is used to notify parents of student infractions. Three referrals in any one-quarter will result in an hour of after-school detention. It is our desire to notify parents of all disciplinary actions. Citizenship probation is an option if the above steps are unsuccessful.

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

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

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

Of course, we do not use any kind of corporal punishment. The discipline situation is handled in love and given whatever time it takes to handle the matter lovingly and thoroughly.

Required Withdrawal from Valley Christian Schools

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

Parent Contacts

We make every effort to return phone calls the same day received. Sometimes in the rush of the academic schedule a phone call or an email to a teacher/staff member from a parent may go unnoticed. If someone does not respond by email or telephone to your message or inquiry within a 24-hour business day, or lack of respect is perceived from us at Valley, please contact your principal's office or Gabe Guven, Director of Public Relations and Quality Assurance @ 408-513-2500 for assistance. Your calls are important to all of us at VCS.

POLICY ON REFERRAL SYSTEM

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

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

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

When a student is given referrals, the following action will be taken:

First Referral.....Warning and counsel
Second Referral...Removal of privileges or work assignment
Third Referral.....Detention one hour after school
Fourth Referral....Suspension as determined, (1-10 days)
Fifth Referral.....VCS Probation

Exceptions to the above order, time period and actions:

Profanity and Profane Behavior (includes any words, behaviors or gestures that are obscene, gross, vulgar, blasphemous, or offensive to morality). Please note that we will not tolerate any comments that could be perceived as sexual harassment.

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

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

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

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

INTERNET USAGE

The following is an excerpt from the school policy on computer Internet use

Letter to Parents or Guardians

Valley Christian Schools is pleased to announce the establishment of Internet services for its students. This letter describes the Internet services. Attached are the following documents:

Valley Christian Schools Acceptable Use Policy
Parental Permission Slip for Access to the Internet

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

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

If you would like your student to have access to the Internet for educational purposes at the school, you must sign the permission slip contained in this handbook. Any students not turning in the permission slip will not be granted access to the Internet.

Please contact me if you have any questions or concerns at csizemore@valleychristian.net

Cheryl Sizemore
Multi-media Specialist

VCS Student Acceptable Use Policy for Internet access and computer use: Please see addendum at the end of the handbook. This is a K-12 policy so some aspects of it may not apply to elementary students.

VALLEY CHRISTIAN SCHOOL --DRESS CODE

Valley Christian Schools (Grades K-12) bases its dress code upon two criteria: Biblical standards of modesty (1 Timothy 2:9, Romans 12:1) and the desire for a neat, clean and attractive appearance. To maintain modesty, dress should be distinctly masculine or feminine and students are not permitted to dress like the opposite sex. (Deuteronomy 22:5) As the primary educators of your child, please double check your child's dress before they come to school and ensure that their attire adheres to school policy.

STANDARDS FOR ALL STUDENTS

- Modest appearance includes clothing with a moderately loose fit.
- Students are to wear shoes at all times. Casual shoes without heel straps are not permitted.
- Socks or hosiery must be worn at all times by elementary students.
- Counter-cultural fads of dress or hairstyles with extreme cuts or unnatural colors must be avoided. (e.g. rock music groups)
- Sweat pants, warm ups, flip-flops and recreational clothing are not permitted.
- Garments must be free of ALL slogans (for example: Angel, Special, #1 etc.) or pictures/characters (for example: Dragons, Bratz, Pokemon, Disney Princess, etc.), and in good repair, etc.
- Small brand name store logos are acceptable **if they are no larger than 1" high and across.**

****Camouflage or fatigues of any type are not appropriate for school wear.**

Faded or patched jeans are not allowed, however nice jeans are acceptable. All pants, shorts and skirts must be hemmed. No frayed edges allowed.

Only plain colored zip-up sweatshirts or pullovers are permitted. Valley Christian Warrior Wear Sweatshirts are always acceptable. Warrior Wear T-shirts are permitted on Friday Spirit Days.

Backpacks, lunchboxes and shoes are the ONLY items permitted to have characters on them.

DRESS CODE FOR YOUNG LADIES

- Dresses, skirts, capris or nice pants (jeans included), blouses or sweaters are standard school wear. Skirts and dresses must be modest and be no shorter than three inches above the middle of the knee. (**Absolutely no midriff showing at any time**).
- Shorts (solid colors only) are permitted if they meet the length requirement for skirts and dresses, which is **3 inches from the middle of the knee**. No board shorts, basketball shorts, sport shorts, or bike shorts allowed.
- No dangling or hoop earrings for elementary school girls. This poses a safety hazard. Please remember, we are unable to remove your child's earrings, so please be sure they can tend to their earrings themselves.
- Narrow straps (straps should be at least 2"), backless attire, crop tops and halter-type necklines are not permitted.
- School uniforms may be worn at any time. Navy blue or khaki uniform shorts, skorts or long pants with a plain solid white, red or blue polo shirt may be worn any time during the school year.

DRESS CODE FOR YOUNG MEN

- Shirts with collars, buttons down the front, or striped T-shirts without collars are appropriate. No undershirts or slogans of any kind allowed.
- Jeans, slacks, and shorts(solid colors only) are acceptable. Shorts must be no more than 3 inches from the middle of the knee. No board shorts, basketball shorts, sport shorts, or bike shorts allowed. No baggy or sloppy looking clothes.
- Socks are required at all times.
- Hair must not extend below the middle of the ear, over the eyes or over the top of the shirt collar. Sideburns must be no lower than the bottom of the ear. Designs are not to be cut into the sides or the back of the hair (no tails).
- Earrings are not allowed

School uniforms, including navy blue or khaki shorts with a plain solid white, red or blue polo shirt or appropriate button down shirt may be worn any time during the school year.

Please ask these questions when selecting clothing and hairstyles:

1. Is it immodest? (1 John 2:15-17)
2. Might my appearance be disruptive to learning?
3. Does my appearance identify with a counter-cultural group or a rebellious element of society?
4. Does my clothing present a health or safety hazard?
5. Is my clothing faded, worn or improperly fitted?
6. Is the design and purpose other than for school use?

If the answer is "yes" to any of the above, then the attire or appearance is not acceptable for school.

DRESS CODE ENFORCEMENT

VCS reserves the right to make the final decision in regard to dress. Students may be withheld from class when not in proper dress and the missed class time is not excused. Parental review and support before a student leaves for school are important aspects of meeting dress code standards. A student's first dress code violation will result in a warning, and the student will usually be sent back to class. However, it is sometimes necessary to call the parent and have them bring appropriate clothing for the student. Repeated violations of the dress code in a school year may result in a referral. Students whose attire does not meet standards at a school function may be asked to leave.

"I delight greatly in the Lord; my soul rejoices in my God. For He has clothed me with garments of salvation and arrayed me in a robe of righteousness." Is. 61:10

LOST AND FOUND

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

PARENT-TEACHER PRAYER FELLOWSHIP

Purpose of the PTPF

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

Goals of PTPF

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

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

PTPF Officer Responsibilities

President:

Overall responsibility and management
Back to School Night coordinator
Christmas Concert coordinator
Open House coordinator
Teachers' Love Gift coordinator

Vice President:

Parental involvement coordinator
Develop list of available parents
Usher Co-Chair for concerts

Secretary:

Minutes of meetings
Correspondence from Board and activities
Mail PTPF Christmas letter

Treasurer:

Financial records using Quicken
Reports to VCS business office
Counting and banking of funds
Writing of checks for various events
Usher Co-chair for concerts
Magazine Sale Coordinator

Room Parent Coordinator:

Recruit and oversee lead room parents
Updating of room parent handbook
Provide sign-up materials for teacher's birthdays and other parties
Act as a "buffer" between room parents and teachers

PTPF OFFICERS

To be announced in the first Chimes

2007-2008 VCS BOARD

CHAIR

Ms. Vera Shantz

VICE CHAIR

Mr. Michael Ainslie

SECRETARY

Mr. Stephen McMinn

MEMBERS

Mrs. Susan Bagley

Mr. Dan Burford

Mr. Robert Rubino

Mr. Michael Sprauve

Dr. Rick Watson

*VCS ex-officio members

*VCS PRESIDENT/SUPERINTENDENT

Dr. Clifford E. Daugherty

*VCS CHIEF FINANCIAL OFFICER

Mr. Don Shipley

*VCS CHANCELLOR

Mr. Claude Fletcher

*VCS PRESIDENT/SUPERINTENDENT

EXECUTIVE ASSISTANT

Mrs. Pamela Watson

HOW PARENTS CAN HELP

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

PARENT VOLUNTEERS

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

1. Parent volunteers are appreciated and considered to be para-professionals on campus, therefore school dress codes and professional confidentiality of school matters will be followed.
2. Parent volunteers should check with the assigned teacher or principal for specific duties and responsibilities.
3. To maintain the proper classroom and office atmosphere, arrangements should be made for non-school age children during your volunteer hours.
4. Check in and out of the office upon arrival and departure.

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

The Role of Parent/Community Volunteers in the Classroom

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

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

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

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

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

CONFERENCES AND REPORT CARDS

Report cards are issued every nine weeks. The first quarter, parents will conference with the teacher and will receive the report card at that time. The next two quarters, report cards will be sent home with the students, and **the envelope is to be returned with a parent signature**. The last report card is sent home at the end of the year, pending completion of all financial obligations.

GRADES

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

A = 100 - 90%

B = 89 - 80%

C = 79 - 70%

D = 69 - 60%

F = 59% and below

This system reflects quality of work turned in, rather than just natural ability.

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

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

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

Parents of currently enrolled or former students have an absolute right to access any and all pupil records, relating to their children, which are maintained by school districts or private schools. The editing or withholding of any such records, except as (Specifically) provided for (by law)...is prohibited.

Originals of all files and records remain the property of Valley Christian Schools. Valley Christian Schools upon written request of a parent will make copies of files if all financial obligations are current. Parents shall be required to reimburse Valley Christian Schools for the cost of copying student records requested by the parent. Parents who wish to view their student's records will need to make an appointment and allow up to 5 days to view the file with school personnel.

KINDERGARTEN

Kindergarten students operate on a slightly different system. Report cards will show marks as follows:

C = Can do
L = Learning to do
N = Needs additional help
N.I. = Not yet introduced

Report cards will also contain written comments by the teacher. Parents will conference with the teacher at the end of the first quarter and the end of the third quarter, if needed. They will receive a report card mid-year and another at the end of the school year.

STANDARD ACHIEVEMENT TESTS

Achievement tests will be administered each spring to all 1st -5th grade students. A criterion-referenced test is given in kindergarten.

DISCOVERY CENTER

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

CONSCIENTIOUS EFFORT WRITING PROGRAM

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

SPECIFIC CRITERIA FOR PROMOTION

I. The Promotion Standard

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

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

II. Academic Criteria

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

OR

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

IN ADDITION TO:

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

III. Behavior and Attitude

A. The attitude of the student being promoted to a class at Valley Christian Schools must be one of respect and cooperation with the school's teachers, as well as the student's peers.

B. The behavior of each student promoted to a class of Valley Christian School must be acceptable to the standards of the school.

C. Parents must cooperate with teachers and support the school (school policy 511.5)

IV. Exceptions for Students with Special Needs

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

V. CRITERIA FOR HONOR ROLL AND HONORABLE MENTION

HONOR ROLL:

1. To qualify for Honor Roll, students must have all A's and B's for the semester. The semester grade is determined by averaging the two (2) quarter grades.
2. If a grade is given in a non-academic subject, it will be included in the averaging.
3. When averaging, the trend in which the grade is moving is used. If the first quarter grade is a "C" and the second quarter is the "B-", the trend is upward, so the average is a "B". When the quarter grade exhibits a downward trend, "B" then "C", then the average becomes a "C+."
4. All pluses and minuses are dropped in the semester averaging.
5. If the two quarter grades cannot objectively be averaged, such as C+ and B-, the teacher will exercise his/her judgment based on knowledge of the child's work and attitude.

HONORABLE MENTION:

1. To qualify for Honorable Mention, students must have a "B" average for the semester. The two (2) quarterly grades will be averaged as for Honor Roll.
2. For every "C" average there must be an "A" to balance to a "B" average.

EXTENUATING CIRCUMSTANCES:

Sometimes a student is outstanding in all academic areas but cannot be given an "A" or "B" in a non-academic subject (such as penmanship), which would take him off the Honor Roll. If the teacher feels the child deserves to be on the Honor Roll in spite of his/her "C" grade in the non-academic subject (which he/she is trying to improve), the teacher may give the student an "S" and explain to the parents that had he/she been given a letter grade it would have been a "C," thus preventing the student from being on the Honor Roll.

TARDIES

Tardiness: A student not present at the commencement of any school exercise is considered tardy. All students late to class must go through the office before being admitted to class. We believe that punctuality is a character trait that God wants us to develop as Christians. It is essential to instill this in children from the very beginning. Consideration of teachers and other students is important. **Ten tardies or more during the school year will disqualify a student from earning a perfect attendance certificate for the year.**

ABSENCES

Uninterrupted daily attendance is extremely important to the total development of the child. Therefore, regular, daily, punctual attendance is required. There are four reasons for excused absences. They are (1) illness, (2) bereavement (3) medical/dental appointments (4) planned family activity with advance notice.

If there is a medical or dental appointment during the school day, please go through the office to release your child. If at all possible, please make such appointments after school hours. Every student is expected to make up any work missed because of an absence.

Please call the school office before 10:00 a.m. when your child is going to be absent from school. If the student needs to be excused from P.E., a note is required.

Please keep your child home for 24 hours after your child is free of a fever to insure his/her complete recovery.

MEDICATIONS

If your child requires medication at school, the medicine must be brought to the school office, clearly marked with child's name, dosage and time to be administered.

Medications are to be brought directly to the office by the parent in the original container (This includes prescriptions and over-the-counter medications such as Tylenol, aspirin, cough drops, etc.). Please do not send "Costco" size bottles since the teachers are required to carry the medications on all field trips and we have limited storage. Our school office personnel will administer the medication. **At no time are students to have medication in their possession, not even cough drops.**

Parents must complete a MEDICATION CONSENT FORM (available in the office) for each medication to be given to a child. In addition, **if the medication is a prescription, a physician's signature is required.**

We reserve the right to refuse distribution of a medicine or procedure. If at all possible, please limit the medications that you ask the school to administer. For example, if a dose can be given by you before or after school instead of in the office, it would be greatly appreciated.

HOMEWORK REQUESTS

In the event of an absence, you may call the office to request homework. Please contact the office **before** 10:00 a.m. if you are planning to pick up the work after school the same day. If you are planning to pick up the homework from the teacher, please do so before or after school.

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

homework and parental assistance. In addition, there is a daily reading requirement.

By all means, class work gathered by the teacher specifically for the absent child should be completed and returned to the teacher within the absentee guideline time period. For each day absent, the student is entitled to two days to make up missed class or homework assigned in their absence. After that time, a zero will be entered in the grade book.

HOMEWORK POLICY

Homework will be given as follows:

1. Studying for quizzes or tests.
2. Completion of long-term projects, reports, etc.
3. Outside reading.
4. Three nights a week of specific math assignments to reinforce math skills.
5. Writing assignments

Recognizing the importance of time spent in family, church, and community or sports activities, we feel that homework should not consume all after school time.

It is extremely important that you notify your child's teacher if, in general, **nightly** homework periods exceed the limits listed below. (**This does not include make up work due to class time missed to participate in orchestra, handchimes, or ensemble.**) The teacher needs to know this information and will work with you to reduce the assignments.

K-3rd Grade: 45 minutes

4th Grade: 60 minutes

5th Grade: 90 minutes

RELEASE OF CHILDREN DURING SCHOOL HOURS

Under no circumstances should a child leave the campus during the school day without proper permission. When it is necessary to pick up your child during the school day please go through the office to sign out your child. Do not go directly to the classroom. The secretary will make arrangements and release your child from class. Please use the same procedure when taking your child off campus for lunch. In case of an emergency, we must be able to account for every child at all times. A child will not be released to anyone except those listed on the emergency card or those designated by the parent through our school office.

LIBRARY

The library will be open weekly during the school year. Valley Christian Elementary is interested in making good literature available to the children, as well as exposing them to a great variety of authors and subject areas. We have a good selection of reading material in both fiction and non-fiction areas.

Your child should have a public library card of his/her own, since there will be times when additional

resource materials will be needed.

We appreciate parents supervising the care of books brought home, as well as encouraging the reading and returning of books on time.

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

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

FIELD TRIPS

All classes may take two to three field trips per year. There will be additional costs for these trips to cover transportation and entrance fees. Parental permission will be required. Transportation to field trips will be by bus.

PHYSICAL FITNESS

All students participate in a designed physical education program which progresses in difficulty through the grades. Twice each year students in grades 3rd -5th are given a physical fitness test to insure that their growth pattern is normal for their age and size. We believe our children should be taught to keep their bodies strong and clean. They should learn to play as a group or team, compete joyfully, win happily, and lose graciously.

SCHOOL HOURS

The school day will be from 8:15a.m. to 3:00 p.m. for students in 2nd-5th grade and from 8:35 a.m.-3:00p.m. for students in kindergarten and first grade. School hours for sixth graders at the Leigh Campus are 8:00am to 2:50pm. Students arriving earlier than 7:45 a.m. should be in daycare. Students should be picked up by 3:15 p.m. (with the exception of those in Day Care from 7:00-7:45 a.m. and from 3:15-6:00 p.m.). **NOTICE:** The school does not accept the responsibility to supervise students before 7:45 a.m. or after 3:15p.m. (with the exception of those in the extended day-care from 7:00-7:50 a.m. and from 3:15-6:00 p.m.).

If you fail to pick up your child by 3:15 p.m., he or she will be sent to Day Care and charged the appropriate fee.

EXTENDED DAY CARE PROGRAM

Morning Hours:

Daycare is provided Monday through Friday from 7:00 a.m.-7:45 a.m. during the regular school year.

Students in **kindergarten and first grade should go with their parent(s)** to room 106 to be signed in with Mrs. Huber. Students in **grades 2nd -5th** should go to room 110 to be signed in with Mr. Leach (**Please do not drop off your child before 7:00 a.m. as we do not have a teacher on duty**

until then.)

Morning Activities:

Students in morning daycare are encouraged to participate in quiet activities such as board games, silent reading, finishing homework, and coloring.

Afternoon Hours:

Afternoon daycare **begins at 3:15 p.m. Any student that has not been picked up by 3:15 p.m. is checked in to daycare. Daycare ends at 6:00 p.m. with a late charge being assessed after 6:00 p.m.**

Afternoon Activities: Afternoon activities include the following

Homework Time:

We offer homework time each afternoon from approx. 4:30-5:00 p.m. During this time students work quietly on their homework and can receive help from any of the daycare workers that are on duty. Any student that needs extra time to complete their homework is given the opportunity to do so. If a student does not have homework to do there are books available for silent reading during this time. We do not have a formal homework time on Wednesdays or Fridays due to the fact that teachers usually do not give homework on these days. However, a student is provided an opportunity to do homework on these days if they have some they need to do.

Snack Time:

Students are provided a snack every afternoon around 4:30 p.m. If you would like your child to have a snack earlier than 4:30 p.m., please send an extra snack to school with your child and he/she will be given an opportunity to eat it before the regular 4:30 snack time.

Enrichment Activities:

Enrichment activities are available to all students Monday -Thursday from 3:30-4:30 p.m. Mrs. Williams will notify you of the activities being offered each quarter so that you are able to discuss these activities with your child and choose the ones your child will attend.

Warm Weather Activities:

As the weather warms up several different activities are provided. Students are given the opportunity to participate in a variety of outdoor games such as kickball, softball, basketball, as well as other special activities offered from time to time.

Rainy Day Activities:

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

Supervision:

We have 2 or 3 staff members out on the playground with each group depending on the number of students in each age group. We have an on site supervisor who is responsible for all day care workers and oversees the daycare program. She visits each area several times during the afternoon session and is available to speak with parents when necessary.

Contact: If you need to contact daycare, please use the following number: 408-639-4121.

Daycare Fees:

Daycare fees are paid by contract for both morning and afternoon daycare for the month. Please refer to the letter sent in July spelling out the details of the contract. Students need to be picked up **by 6:00 p.m.** in order to avoid a late fee charge of **\$1.00 per minute, per child.** **After 6:15 p.m.,** the charge is **\$5.00 per minute, per child.** Late fees **are due and payable** when you come to pick up your child from daycare. (If you are going to be late, please call. **Calling will not waive the late fee,** but it will put your child/children at ease knowing you will be there shortly.)

KINDERGARTEN

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

TELEPHONE

Students are encouraged **not** to use the office phone for personal business. Good organization at home will help prevent mid-day trips to bring instruments, lunches, etc. Also, please be sure to clearly communicate pick-up times and places to your child as appropriate. This will help to eliminate confusion on the part of your student and school personnel. Cell phones are not to be used at the elementary campus between 7:45 a.m. and 3:30 p.m. Students need permission to call home during school hours and may do so at the discretion of the classroom teacher and the office. They are to use the school phones during school hours. Cell phones must remain off and in backpacks during the above hours.

INSTRUMENTAL MUSIC

All fourth and fifth grade students will be enrolled in instrumental music as part of their Music Theory class. Third grade students may play a string instrument. Parents may rent instruments at a local music store. Please check with the instructor for a list of stores renting instruments. 3rd Grade students meet for two half-hour sessions each week and are required to make up class work assigned during that time. Grading and evaluation is based on evidence of practice at home and attitude in class. If a child's academic work suffers, he/she may be asked to discontinue lessons.

CHOIR

"Make a joyful noise unto God, all ye lands; Sing forth the honor of His name, make His praise glorious." (Ps. 66:1,2.)

We are instructed through the Word to praise the Lord with the singing of hymns and the playing of instruments. We at VCS strive to carry out this command. We are aware that God has given many of our children a musical talent. Our choir and ensembles are designed to encourage and instruct these children.

Throughout the year, we are given opportunities to represent our school through a number of performances. Parents may be asked to assist or chaperone occasionally during these events. Kindergarten – 3rd grade students participate in choir. **Performance attendance is highly**

recommended.

HOT LUNCH

You may purchase hot lunch monthly. The program includes hot lunch served both three days and five days. Students not wishing to purchase a hot lunch should bring their lunch to school each day. **We will adhere to stated deadlines for lunch orders.** The hot lunch program will begin August 20th. Please check the summer chimes for hot lunch days and details.

BEFORE/AFTER SCHOOL DISMISSAL

Children who walk, ride bikes or take County Transit are to start home promptly after dismissal from school. The office must be notified in writing if your child will be walking, riding a bike or taking County Transit. Individuals coming to pick up children must be identified on the child's emergency card. If the child is to be picked up by someone other than the parent or regular carpool, the office is to be notified before the child is released.

SCHOOL TRAFFIC INSTRUCTIONS

Please follow the traffic pattern described below, so we can eliminate “tie-ups” on the neighborhood streets and in our parking lot and to ensure the safety of our students. Please follow the instructions given by staff members. Please do not enter the driveway before **3 p.m.** for pickup. It causes the traffic to back up on Leigh Ave.

Pull all the way forward along the green curb before stopping to allow your children to exit the car or for pickup.

*Please never leave your car along the green curb during the drop-off or pick-up times.

*Please have your children ready to exit the car as you enter the parking lot. Gathering items after reaching the curb slows the entire line of cars down.

*If you would like to park and walk in to pick up your children, **you must park in a marked visitor space or along the street.** To learn the code for the Leigh Ave. gate, please come to the office.

*Please **DO NOT PARK ALONG THE FENCE BY THE BASKETBALL COURTS.** It is a fire lane.

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

*Please **do not park** in the curved driveway in front of the church.

The teachers and staff will be assigned parking spaces for the school year. **Please park in the designated visitors' parking only.**

ELEMENTARY CHAPEL GUIDELINES

(These guidelines are sent to our speakers prior to them coming)

Our goal is to teach our students that Jesus Christ is God's Son, our Savior. We want to reinforce to our students that God is a loving God and wants each of His children to grow in their relationship to Him.

In order to help us achieve our goal, we ask that you read and adhere to the guidelines below as you prepare for your Chapel presentation.

Please adhere to the theme given on the first page of your Chapel letter.

Please focus on the positive attributes of God. We want students to recognize that God is a God of forgiveness, grace, love, mercy and peace.

Use Bible stories that reflect the above attributes and include in your presentation real life application.

Please use appropriate vocabulary and topics for your presentation.

It is important to **avoid the use** of the following offensive vocabulary and descriptions.

Vocabulary: Inappropriate slang, piss, crap, sucked (Please use common sense in this area.)

Avoid the use of the phrase, "The Evil One". Please use in place of it the following words: Devil, Satan, the Enemy.

Descriptions: Descriptions of literal abuse are inappropriate. Please, no graphics on examples of non-Christian living. Graphic descriptions of Hell or relating to the devil are inappropriate. Graphic examples from surgeries, etc. are inappropriate.

Please do not use animals in cruel ways to stress a point.

Thank you for providing a positive Chapel experience for our students.

Pledges

American Flag

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

Christian Flag

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

Bible

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp

unto my feet and a light unto my path, I will hide its word in my heart that I might not sin against God!

Valley Christian Elementary School
1450 Leigh Ave
San Jose, CA 95125

STATEMENT OF AGREEMENT

We, the undersigned, acknowledge that we have read and understand the policies and procedures contained in the Enrollment Contract and in this Handbook for Parents. We agree to abide by the policies and procedures contained in the Enrollment Contract and in this Handbook.

Child's first and last name (please print)

Parent's Signature

Date

Please detach and return this signed statement to the school office no later than August 20, 2007. Failure to return the signed statement by the prescribed date will result in the student's enrollment being voided and the student will not be permitted to attend school after that date. In the event that the student's enrollment is voided, the student may re-enroll at the sole discretion of the school Administration. A \$50.00 processing fee will be charged for any re-enrollment.

Families with multiple children at Valley Christian Elementary, please make as many copies of this signed agreement page as necessary, as we require one agreement per student.