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**Student  
Handbook**

# **WEST VALLEY CHRISTIAN ACADEMY**

The administration and staff of West Valley Christian Academy extend a sincere welcome to all our students! We are expecting to do great things this year, and it is our desire that Christ be at the center of all areas of your life. West Valley Christian Academy is organized and operated under the non-profit organizational status of Tracy Community Church. As such the school is an outreach ministry of Tracy Community Church and operates under its supervision. The school is non-denominational in scope, but Biblical in authority. We teach no denominational doctrine but rely on the Word of God as our source for truth and inspiration. Our staff and student body is drawn from many of the area's churches. If you have any questions that this handbook does not answer for you, or if you need clarification, do not hesitate to call the office at 209-832-4072.

West Valley Christian Academy is a state-approved school and has full approval status and recognition in the California State Directory for Private Schools. We are also a member of the Association of Christian Schools International (ACSI).

## **NON-DISCRIMINATORY POLICY**

West Valley Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. However, West Valley Christian Academy reserves its First Amendment Constitutional Right to admit, discipline and terminate students based on religious practices and beliefs.

## **ADMISSION STANDARDS**

All students, parents and/or guardians seeking admission to West Valley Christian Academy must meet the following:

1. Provide a current report card and copies of recent test scores
2. Attend a personal interview/assessment upon request (usually both of the parents and the student/s) with the Principal
3. Be willing to follow the school's Code of Conduct policies and procedures
4. Complete and submit the required forms
5. Not be expelled or suspended from his/her last school
6. Strive to do their best work in all areas of their life

## **ADMISSIONS POLICIES**

We reserve our First Amendment Constitutional right to select, discipline or terminate students on the basis of academic performance, religious criteria, and personal qualifications, including a willingness to uphold the school's religious requirements as well as cooperate with the staff and administration of West Valley Christian Academy.

Students seeking admission will be evaluated on the basis of their transcripts, interview (if requested by the Principal) and the ability to perform satisfactorily at West Valley Christian Academy. Students with less than a "C" average in their academic subjects may have difficulty attaining a satisfactory level of academic achievement. West Valley Christian Academy is not equipped with resources needed to serve children with special educational needs.

The student must have a sincere desire to attend West Valley Christian Academy and be willing to submit to all the standards and regulations of the school including the Statement of Faith, Code of Conduct and Binding Christian Arbitration Agreement. The student must be respectful to his/her peers, staff, and faculty.

Attendance at West Valley Christian Academy is a privilege, not a right. Students are expected to strive to do their best in all areas. West Valley Christian Academy is not a refuge for students who will not cooperate, have had previous behavioral problems in other schools, or who will not apply themselves to the best of their abilities. Students who have been suspended or expelled from a previous school will not be admitted.

## **BIBLICAL-MORALITY POLICY**

West Valley Christian Academy's biblical role is to work in conjunction with the home to support and encourage students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Matthew 19:4-6, Leviticus 20:13 and Romans 1:27.)

## **EXPECTATIONS FOR STUDENTS**

Students attending West Valley Christian Academy are expected to practice and grow in Christian character. This includes all areas of life, especially with respect and obedience to those in authority, physical and moral cleanliness, and abstinence from things harmful to the body and society including but not limited to drug abuse, alcoholic beverages, tobacco, gambling devices and the occult. Students are expected to conduct themselves in a manner that follows biblical guidelines. We want our student's lives to show they are choosing to put Christ first. Participation in all extra-curricular activities and sports programs will be decided based on a student's academic standing and conduct.

The above criteria are not only an assessment for admission, but are part of the basis for the ongoing evaluation of student progress.

## **MISSION**

West Valley Christian Academy exists to educate the next generation with excellence and provide an environment where they encounter God.

## **VISION**

West Valley Christian Academy strives to know God, make Him known and serve our community through education.

## **VALUES**

- Culture of Truth – uphold a Christ-Centered, Biblical worldview
- Culture of Love – let love for God and others be the motivating factor in everything we do
- Culture of Prayer – pray continuously to connect ourselves to God
- Culture of Faith – believe for great things and move by what God says not by what we see
- Culture of Excellence – create and maintain a rigorous learning experience with high expectations for all
- Culture of Unity – live in community as a spiritual family unified as the body of Christ
- Culture of Service – lead and serve the community to build the kingdom of God and reach people with the gospel
- Culture of Diversity – recognize that every child is different and celebrate different gifts, talents, and cultures.
- Culture of Perseverance – teach executive functioning, normalize failure, and allow risk-taking
- Culture of Unoffendable Hearts – recognize the grace we have been given and extend that to others
- Culture of Engagement – educate creatively, teach with joy and lead with passion so that learning comes alive
- Culture of Innovation – recognize multiple intelligences within different disciplines (STEM, PE & athletics, the arts, civics, social studies, and literacy) to teach the whole child
- Culture of Gratitude – recognize the blessings in every day and respond with thankfulness to our God
- Culture of Action – believe that the next generation is important to the kingdom of God and that they can use their lives to impact the world for Him

## **STATEMENT OF FAITH**

The strength of West Valley Christian Academy is founded on the basis of an unwavering faith in the following:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 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 (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1 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 we 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 we are 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 – the saved to the resurrection of life, and the lost to the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

### **STATEMENT OF BIBLICAL AUTHORITY**

Our Ministry is a faith based Ministry that believes, follows, and adheres to the rules, guidelines, and principles as set forth in the Bible – from Genesis 1:1 through Revelation 22:21.

Our Ministry has developed several documents that are intended to help govern and define our Ministry. The documents include our Bylaws, Statement of Faith, Mission Statement, Code of Conduct, and Policies and Procedures. Although these documents set forth, in part, our religious beliefs and practices, the Bible is the final authority concerning morality, truth, and proper conduct. We believe that the Bible is the actual inspired word of God. 2 Timothy 3:16-17 (NIV) states: "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work."

As related to our Ministry's doctrine, discipline, policies, procedures, guidelines, and policy, the Bible is the absolute final authority in all matters. The governing body of this Ministry has been vested with the final interpretive authority of the Bible's meaning and application to all disputes that may arise as related to this Ministry and its purpose. The governing body of this Ministry is vested with the final authority to interpret the application of its Bylaws, Statement of Faith, Mission Statement, Code of Conduct, and Policies and Procedures and any board authorized amendments or newly created governing documents.

### **STATEMENT OF MINISTRY**

We believe that parents are responsible for the education of their children. Because education begins in the home, parents are in an effective position to set a Christian example, not only in their moral and social behavior, but also in the screening of their children's diet, free-time activities, and social relationships.

The purpose of West Valley Christian Academy is to assist Christian parents who desire to fulfill their responsibility in the provision of a Christ-centered education for their children. We believe the purpose of a Christian education is not to reform, but to provide the opportunity for each student to develop intellectually, spiritually, morally, physically, and socially to the highest degree of which he/she is capable according to their unique potential under God.

### **STATEMENT ON VALUE OF HUMAN LIFE**

Our Ministry is a faith based Ministry that believes, follows, and adheres to the rules, guidelines, and principles as set forth in the Bible – from Genesis 1:1 through Revelation 22:21.

We believe that every human life was created by God and is a gift from God from conception to natural death. "For You created my inmost being; You knit me together in my mother's womb. I praise You because I am fearfully and wonderfully made; Your works are wonderful, I know that full well." Psalm 139:13-14. The life, virtue, and dignity of every person must be valued, protected and respected at every stage and in every circumstance or condition. The right to life is the first and most fundamental principle of human rights given by God that directs and guides followers of Christ to actively pursue and work towards a greater respect for human life and greater commitment to justice and peace locally and around the world.

We believe that God created human life in His own image (Genesis 1:27). Human life is of priceless significance and value in every aspect, including the aged, the pre-born, the mentally disabled, the physically challenged, and all other conditions in which being human is manifested from the single cell stage of development to natural death. As followers of Jesus Christ and in accordance with the teachings as set forth in the Bible, we are called as Christians to actively and prayerfully defend, protect, and value all human life.

## **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

Our Ministry is a faith based Ministry that believes, follows, and adheres to the rules, guidelines, and principles as set forth in the Bible – from Genesis 1:1 through Revelation 22:21. We believe that God is the originator of marriage and has defined marriage as set forth in the Bible.

We believe that from the beginning of humankind, God created man and woman in His image. (Genesis 1:27) We believe that God immutably creates each person as male or female. (Genesis 2:24) Man and woman were created as two separate and distinct creations and were designed spiritually and biologically to complement one another for the purposes as set forth by God in the Bible.

We believe that God instituted marriage with Adam and Eve. Genesis 2:24 (NIV) states: "That is why a man leaves his father and mother and is united to his wife, and they become one flesh." In Matthew 19:4-5 (ESV), Jesus reaffirms this: He answered, "Have you not read that He who created them from the beginning made them male and female, and said, 'Therefore a man shall leave his father and his mother and hold fast to his wife, and the two shall become one flesh.'"

We believe that the marriage union was intended by God to be exclusively between a man and a woman. Sexual intimacy was designed by God to occur between a married man and woman. There are no exceptions. We believe that the Bible teaches that no sexual relationship should be engaged in outside of a monogamous, permanent relationship between one man and one woman. Any other type of sexual relationship or activity is in direct conflict with God's design and command as set forth in the Bible.

We believe, as the Bible teaches, that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon in disagreement with one's biological sex) is sinful and constitutes rebellion towards God and His design.

We believe that God offers redemption and restoration to all who confess and forsake their non-biblical sexual lifestyles, seeking His mercy, grace, and forgiveness through the atoning and sanctifying work of Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. We are to speak the truth in love, which means we help people escape damaging behavior and beliefs. Hateful and harassing behavior or attitudes directed toward any individuals are to be repudiated and do not comport with the teachings of scripture nor the doctrines of this church. Our goal is for all people to enjoy the fruits of the Gospel Message and experience the regeneration through the death, burial, and resurrection of Jesus Christ.

Our philosophy of Christian education is based on the belief that truth itself can be fully known and rightly understood only in the light of its relationship to God in Christ.

## CODE OF CONDUCT FOR WVCA STUDENTS

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18); and the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of West Valley Christian Academy, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis).

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus giving thanks to God the Father through Him" (Colossians 3:17, NIV). In the best interest of the entire school community, Biblical principles of conduct must be maintained by all students of West Valley Christian Academy, both on and off the campus, so that we might all live and work happily together.

Following are some examples that provide guidelines for student conduct. This list is not exhaustive and the school's leadership is the final arbiter of whether a student's conduct is appropriate and acceptable.

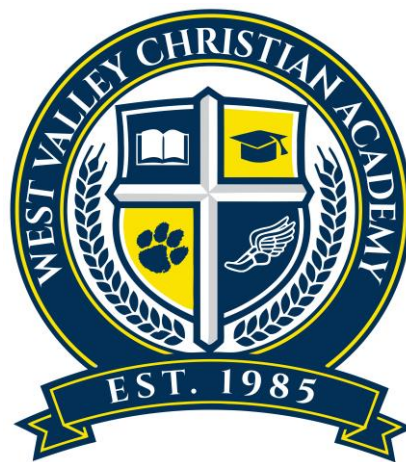
1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32).
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and 1 Thessalonians 5:12-13).
3. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20). Any student who is found to be personally involved with, or directly contributing to the use of tobacco, alcohol, drugs, or whose conduct or conversation is immoral or indecent, or furnishes any firearm, knife or other dangerous object **will be suspended or expelled as determined by the staff of WVCA**. Expulsion may occur on the first offense.
4. Abstain from profanity and vulgar or abusive speech and actions. Refrain from complaining, griping, swearing, or telling dirty jokes. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29).
5. Students will be held accountable for all social media posts, blogs and websites (Facebook, Snapchat, Twitter, Instagram, and other). Offensive, suggestive or inappropriate material and or pictures that are posted, causes disruption to the overall school program and will be addressed accordingly.
6. Refrain from a public display of affection on campus (PDA). As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a "hands off" policy.
7. Leave all disruptive or dangerous items such as knives, water pistols, replica of weapons, lighters, and matches at home. Cell phones, tablets, and any new or emerging technology devices are not allowed at school unless approved by teacher for academic purposes. Cell phones are to remain off; they must be in your back packs or purses during school hours. Absolutely NO texting during the school day. Scooters, shoes with wheels, skates, roller blades and skateboards cannot be used on campus.

8. Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Talking or note passing during a quiz or a test may be dealt with in the same manner as cheating.
9. Avoid plagiarism, which is also a serious offense. The definition of *plagiarism* is “the use of another writer's ideas or words without giving the writer credit for them.”
10. Students are to act in ways that are safe for themselves and others. Fighting, harassing, bullying, intimidating or threatening of others is not allowed. In the event of a dispute, the principal/designee will investigate the incident and assign the appropriate disciplinary action which may include suspension. If the situation warrants, a parent may be called to come in and handle the problem. As a discipline measure students may be required to pick up trash during recess/break with plastic gloves and a garbage bag. Corporal punishment is never used.
11. Students are to maintain proper etiquette and table manners in the cafeteria. Enter orderly and quietly. Eat in assigned areas. Loud talking or the throwing of food is not allowed. Students are not allowed to have candy, gum, soft drinks or energy drinks.
12. Students walking to/from West Valley Christian Academy must have parental permission in writing on file in the school office. This permission can only be granted if walking to school involves crossing NO streets. (Exception for crossing streets when students are walking off campus in grades sixth – eighth. However, parental permission is still required.) No students are to leave campus before, during or after school to go to the adjoining shopping center unless accompanied by a parent/guardian.
13. Students are to comply with all gym rules:
  - a. No student is to be in the gym or classroom without a staff member present
  - b. No glass bottles are allowed on campus
  - c. Standards of courtesy are expected during assemblies
  - d. Stage use is restricted to specific class activities
14. Off limits are:
  - a. Other student's desks, cubbies, personal property
  - b. Teachers' and aides' desks and files
  - c. Being in classroom without staff present
  - d. Being in kitchen at any time
  - e. Going off Campus during school hours, or going behind the portables
15. Recess or after school detention may be assigned for violation of school rules or disturbances and for choosing not to complete and submit homework, book reports, projects or other assigned work on time.
16. An Academic and Behavioral Probation Contract may be instituted in the event a student chooses to perform far below their academic ability, continually misses homework assignments, fails to make up missing work from absences, is consistently late, or demonstrates continuous behavior contrary to the Student Code of Conduct. In such cases, the student and parents will meet with the homeroom and any other teachers involved, to discuss and arrange a contract outlining specific goals for the student. Failure to meet the requirements of the contract will result in further disciplinary action at the discretion of the administration, which may include detention/suspension, as well as loss of participation in privileges such as field trips, sports, or other activities.
17. WVCA may issue students a suspension or expulsion if they are involved as a host or participant in content on the Internet that devalues or disrespects persons, institutions, or biblical values. Postings on social websites like Facebook, Twitter, Instagram, Snapchat, KIK (and any domain that is not current at the time this policy was written) that are inappropriate, will result in disciplinary action. A student's home and personal Internet use can have an impact on the school, staff, and other students. If a

student's personal Internet expression includes a threatening message to another student, a violent website, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, students will face school discipline and if applicable the proper authorities will be notified. Any pornographic, profane, or morally questionable material submitted online will result in school discipline, up to and including suspension or expulsion. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital devices. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation that will result in school discipline, up to and including suspension or expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or the administration.

18. A student may be suspended or expelled for acts related to school activity or school attendance which occurs at any time including, but not limited to, any of the following:
  - a. While on school grounds
  - b. While going to or coming from school
  - c. During lunch period, whether on or off the campus
  - d. During, or while going to, or coming from a school-sponsored activity
19. When a student's attitude is detrimental to the group, he/she will be placed on probation and both parents will be called to the school for a conference. If the administration feels the situation is not improving, parents will be asked to withdraw the child from the school. All students will be required to show respect to anyone in authority who works in the school or daycare, regardless of whether or not that person works in his/her class. Disrespecting, arguing with, debating, challenging and defying WVCA staff members will not be tolerated.
20. If a student does not adhere to the guidelines set by the teacher academically or behaviorally, they may lose their field trip, class party or other privileges, as determined by teachers and or administration.
21. **Important:** If a student uses a personal Apple watch or similar device, for the purpose of looking up information during class instruction, cheating, or texting, it will be confiscated for parents/guardians to pick up from the office.

**Parents are required to abide by the terms of the Student Enrollment/Agreement Forms. The father's and mother's signature is an indicator of their desire to support the principles, goals, policies, and Code of Conduct of the school. Each family is required to read and sign a copy of the parent agreement for their child's file.**





## GOALS AND OBJECTIVES

### **For the spiritual and moral growth of the students, the school seeks to:**

- Teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
- Teach the basic doctrines of the Bible.
- Lead the pupil to a decision of confessing Christ as Savior and Lord.
- Develop a desire to know and obey the will of God as revealed in the Scriptures.
- Equip the student to carry out the will of God daily.
- Impart an understanding of each Christian's place in the church and its worldwide task of witness, evangelism and discipline and to stimulate the student's involvement in this task.

### **For the student's personal and social development, the school aims to:**

- Help the student develop his personality based both on proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
- Teach the students to treat everyone with love and respect since they; too, are made in God's image.
- Make the student a contributing member of his society who realizes his dependence on others and their dependence on him and the need to serve them.
- Promote an understanding of time as a God-given commodity, the individual responsibility for effective use of time.
- Show a realistic and Biblical view of life and work, and provide skills for personal relationships and future endeavors.
- Develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
- Promote physical fitness, good health habits, and wise use of the body as the temple of God.
- Instruct Biblical attitudes toward material things, and to encourage individual responsibility in using them for God's glory.

### **Academically, the school endeavors to:**

- Maintain high academic standards so that the student, uniquely created by God, may realize his full academic potential.
- Teach and encourage the use of good study habits.
- Teach the student how to do independent research and to reason logically.
- Motivate the student to pursue independent study in areas of personal interest.
- Develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
- Promote good citizenship through developing the understanding and appreciation of our Christian American heritage of responsible freedom, human dignity and acceptance of authority.
- Discuss current affairs in all fields and relate them to God's plan for man.
- Produce an understanding and appreciation for God's world, an awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.
- Engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

### **Working with the homes from which the students come, the school desires to:**

- Cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
- Help the parents to understand the school's purpose and program.
- Aid families in Christian growth and to help them develop Christ-centered homes.
- Assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.
- Encourage regular attendance and involvement in the local church.

## CURRICULUM

At West Valley Christian Academy, we provide a comprehensive education from kindergarten through eighth grades. In middle school we use **A Beka**, Saxon Math, ACSI – Purposeful Design and a variety of other curriculum per subject. All teachers can and do supplement the program with their own materials with approval and supervision of the principal.

### ABOUT A BEKA BOOK...

**“A Beka Book”** Publications is the national publishing arm of Pensacola Christian College, known across America for its outstanding training of Christian school educators and other Christian workers. The college offers unique bachelors, masters, and doctoral degree programs in education that are scholarly in their academic approach and practical in their application to the local Christian-school ministry. **A Beka Book** is dedicated to providing quality education from a Christian perspective.

The God-given ministry of the Christian School is to lead young people to Christ and to train them in the Bible, Christian character, language, and traditional subject matter. Today's students need to be taught the accumulated wisdom of the past from God's point of view and trained in the way they should go (Proverbs 22:6) so they will have a firm foundation from which to evaluate the present and make proper decisions for the future.

Two decades ago, God raised up **A Beka Book** to provide Christian schools with God-honoring, high-quality textbooks and teaching aids to help each school fulfill the goal of its ministry. The hundreds of traditional Christian educational materials developed by **A Beka Book** have been developed and refined over a period of more than thirty years in the classrooms of Pensacola Christian School. Christian schools throughout the nation recognize that **A Beka Book** sets the standard of excellence in the publishing of textbooks and other materials for Christian Schools.

At **A Beka Book**, we are unashamedly Christian and traditional in our approach to education. Because of this, we have often had to go against the tide of the academic establishment in order to meet the highest standards of Christian scholarship. For example, we do not use the pseudo-scientific jargon of the secular educationists in our materials; we prefer to use language that can be easily understood by teacher, parent, and student. We have life-changing ideas to communicate, and we do not want these ideas to be lost to our students.

Our skilled researchers and writers do not paraphrase progressive education textbooks and add Biblical principles; they do primary research in every subject and look at the subject from God's point of view. ('Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ.' Colossians 2:8) Our editorial department **has rejected the humanistic philosophy and methods of the progressive educators and has turned to original sources and writings of true scholars.** Of course, the most original source is always the Word of God, which is the only foundation of Scriptural truth and are written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching. You can trust **A Beka Book** for excellence for your Christian School.

All curriculum materials and supplies are the property of West Valley Christian Academy. If a student withdraws from the program early, all books and miscellaneous curriculum stays at the school to be used by the next student that enrolls. If books are damaged beyond normal wear or lost, the cost to replace the materials will be charged to the parents account.

⇒ **At no time is it appropriate for students or their parents to purchase quiz or test materials directly from A Beka or any other distributor that we use to purchase curriculum. If it is determined that quiz or test materials are being used by the student, discipline could include expulsion.**

## ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

West Valley Christian Academy is a member of A.C.S.I. "The Association of Christian Schools International" is a service organization serving Christian Schools across the United States and around the world. Each member school or college retains its individual distinctiveness and operating independence.

A.C.S.I. is a professional organization. The services of A.C.S.I. are designed to improve the quality of Christian School education. Some of those services are: grading and scoring of **Stanford 10 Abeka** testing, providing an A.C.S.I. directory of all its member Christian Schools, administrator conferences, which may occur through NEXUS LIVE, monthly *Christian School Comment Magazine*, emphasizing world missions, and monitoring legal and legislative actions as they pertain to Christian schools.

A.C.S.I. provides numerous student activities such as Speech Meets, Spelling Bees, etc. All of these are designed to promote student competency in communicating the message of Jesus Christ. Over 100,000 students participate in these events annually.

Students chosen to represent West Valley Christian Academy in any of these events will be expected to behave in a manner that would bring honor to their parents, teachers and the West Valley Christian Academy student body. If behavior problems arise prior to an event, it is at the teacher's discretion to send an alternate representative to the competition. A student chosen to participate should consider it a privilege. Participation is based on ability, merit and citizenship.

There is a participation fee for each event that needs to be paid for by the family. Parent help and support is essential in preparing students for what is expected of them at each competition. A teacher's judgment and wisdom are the deciding factors in deciding which students participate in the various events.

Association of Christian Schools International; National/International Headquarters;  
Colorado Springs, Co.



## FINANCIAL POLICIES

Tuition statements are available on Gradelink at the end of each month. The first statement due August 1<sup>st</sup> and the final statement is due May 1<sup>st</sup>. No credit will be given for school absences. Please note that the tuition covers nine (9) months, but is broken into ten (10) payments in order to make it easier for our families to pay.

Previous students must be current in their accounts in order to re-enroll for the following year. Re-enrollment begins in February. An enrollment fee is due when the forms are turned in. All returning students must re-enroll.

**Accounts are due on the 1<sup>st</sup> and late if paid after the 3<sup>rd</sup>.** After the 3<sup>rd</sup> of the month, a late fee will be assessed. At the time of billing any account that has a balance from the previous month is considered in arrears. You may be asked to withdraw your child from the school until your account is paid in full. **Report Cards and yearbooks will not be issued until an account is cleared. Your child will not be able to attend trips such as field trips, Science Camp or Washington D.C. if your account is not current. If our attempts to obtain payment are not successful, your child will remain at school during these trips.**

### ADDITIONAL FEES

You may be asked to provide supplies for your child's projects or reports with presentations i.e. poster board. During the year, additional fees may be charged for specific events, i.e. field trips, pictures, etc. Payment will be required for any lost or damaged books. If your student transfers out, books remain the property of WVCA. Orders for yearbooks begin in October and must be paid for when the order is placed.

### PAYMENTS

Payments should be made through the Gradelink platform. Gradelink accepts e-check and credit cards. You may also set up an auto payment plan. Additional fees may be required. Cash or check payments can be made in the office. It is very important to put your child's first and last name on your check or money order. If the person making the payment has a different last name than the child, it is impertinent that the child's name is indicated.

### JOINT CUSTODY

All billing information will be given to both parents, unless it is stated in the court order that only one parent is to pay the bill. Joint custody is determined by a court order, which is placed in the child's file. If one

parent/guardian falls behind it is the responsibility of the other parent/guardian to make sure the bill is kept current. The office needs to have a yearly copy of your current and up to date court order. We follow the most current court order on file.

## TUITION & FEES KINDERGARTEN THROUGH EIGHTH GRADE

**Enrollment / Re-enrollment Fee** **\$350.00 per student, per year**

| Yearly Tuition | 1 <sup>st</sup> Child | 2 <sup>nd</sup> Child | 3 <sup>rd</sup> Child |
|----------------|-----------------------|-----------------------|-----------------------|
| Grades K-8     | \$6750.00             | \$6,150.00            | \$5,550.00            |

*Tuition is yearly and not monthly, but is billed over a 10-month period. The above rates would be divided by 10 to figure out the monthly billing rate. Billing is from August through May.*

The oldest student in the family would be the first child and so on in descending order.

**EXTENDED CARE** Please contact WVCA Pre-School Department for Cougar Club enrollment. *(For West Valley Christian Academy Students Only)*

### **LUNCH**

Students may bring a sack lunch or purchase a hot lunch with fruit, veggies, an entrée, and milk through the kitchen for \$5, milk included. Please send cash or check with your child to pay for lunch. You can pay daily or monthly. Teachers will keep track of your rolling lunch account. **Do not pay for lunches in the office.** If your child does not have a lunch, a lunch fee will be charged to your account.

A Nut Free Table is available in the cafeteria for those with nut allergies. WVCA is not guaranteeing or warranting that a student, when in the school environment, could not be exposed to the food allergen. The school cannot serve as an insurer against all exposure to peanuts or other food allergens.

## GENERAL INFORMATION

### **SCHOOL HOURS**

West Valley Christian Academy hours are Monday through Friday 8:30 A.M. to 2:50 P.M. for Kindergarten. First through fifth grade hours are 8:30 A.M. to 3:00 P.M. Middle School hours are 8:30 A.M. to 3:15 P.M. **Do not drop off children before 8:20 A.M and be prompt to pick children up.** If you have children in multiple grade levels, the child in the lowest grade level may wait with the older sibling.

Gates will be locked at 8:35 A.M. and unlocked at 2:50 P.M. on regular school days. All visitors, parents and students must enter through the office after 8:35 A.M.

### **EARLY DROP-OFF AND LATE PICK-UP**

If your student/s arrive consistently before the scheduled time and/or remains after the scheduled time you may be charged a late pickup fee. There is a before/after school care program on our site (Cougar Club), which is regulated by the county and state. Cougar Club does not have a drop in program. Children must be enrolled to participate.

### **DROP-OFF AND PICK-UP PROCEDURES**

Please use caution when driving in and out of the lot. Please observe the 5-mile per hour sign at all times. Be courteous & patient to other drivers and the volunteers helping to direct traffic. Do **not** pull behind parked cars then leave your car to get your child out of class. Use caution at all times. Do not park in the spaces along the 1<sup>st</sup> modular. When dropping off your child/children before school, you may park and walk your child to class or use the drive through procedure. Drive through the parking lot using the lane closet to the

multi-purpose building and drop off your child just beyond the crosswalk. To pick up your child, drive through to the farthest parking area (next to the ball field). The classes will be lined up along the fence by grade. Kindergarten is released first, and then 1<sup>st</sup>-5<sup>th</sup>, with 1<sup>st</sup> lined up at the farthest end, ending with 5<sup>th</sup> grade. Middle School is released last. The teacher will be with their students. **Never Double Park.** Do not use the middle lanes of the parking lot to drop off children. It is unsafe. Do not use the driveway closest to the neighbors' wooden fence as an entrance during drop off and pick up. The drop off and pick up traffic line goes one way. Do not use other lanes to cut into line. Please refer to the drive thru map in the back of this book.

If someone is going to pick up your child that is not listed as an emergency reference on the enrollment form, please notify the teacher, aide or the office, or they may not be released.

In case it is raining when school is dismissed, the students will be lined up in the multi-purpose building. Drive through as you normally would, except pull all the way parallel to the curb in front of the multi-purpose building. The first row of parking spots will not be used for parking, but instead used as the drive through so that your vehicle will be close to the building. A runner (teacher or aide) will ask whom you are picking up and will go into the building to get them.

### **ANIMALS AT SCHOOL**

Pets are not allowed on school grounds. Your cooperation in keeping pets at home will aide in maintaining a safe school environment. If a student wishes to bring a small animal to school for study or observation, they must have prior approval from his/her teacher and must be supervised by an adult. Pets are to be taken home after sharing; they cannot remain at school.

### **MASCOT & SCHOOL COLORS**

Our mascot is the cougar. School colors are navy blue and gold.

### **INDIVIDUAL EDUCATION PLAN (I.E.P.)**

The Tracy Public School system will do evaluations and testing for students that are recognized as needing an Individual Education Plan. The teacher does recommendation for a referral after confirming the reason with the parents. Once the evaluation is complete there will be a meeting to discuss findings and make further recommendations according to each individual need. If your child has had an I.E.P., please contact the office before your child begins school.

### **CHURCH ATTENDANCE**

Recognizing the importance of home, school, and church working and praying together in the training of young people, we encourage all families with children in West Valley Christian Academy regularly attend a church of their choice for fellowship, spiritual growth and reinforcement of Christian truths.

### **SCHOOL ATTENDANCE**

The school recognizes the need for regular attendance so the student can get the most from his/her education. Students who have been absent must present a signed and dated note from the parent to the teacher on the day they return to class stating the reason for the absence or you may e-mail the school/teacher. Students who are absent will have the same number of days they were gone to make up missing work. If requesting work, please allow up to 24 hours for staff to prepare. For prolonged absences, we suggest that you make arrangements with the teacher for makeup of work. We must follow the state standards of attendance in order to maintain our standing with the California Office of Education. California Education Code 48260 states: *"A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor."*

### **ATTENDANCE POLICY**

Absences from school are defined as followed:

**Excused: The teacher will allow a student to make up the work during an excused absence, to the extent it is possible.** Excused absences will be granted for the following reasons:

- a. Personal illness; a doctor's note is required if over 5 days.
- b. Medical, dental, optometrist or chiropractic services. Students are strongly urged to make appointments during non-school hours.
- c. Attending funeral services of an immediate family member.
- d. Approved travel study and or Family vacations

**Unexcused:** Students will not be allowed to make up work missed if an absence is unexcused. Listed below are the most common reasons given for absences that will be considered un-excused.

- a. Extended weekend trips
- b. Oversleeping
- c. Skipping school/cutting classes
- d. Any absence considered excused which is not cleared by a parental or doctor's note upon returning to school.

### **ATTENDANCE PROCEDURE**

1. Parents are responsible for notifying the school whenever their student is absent. Parents may call the office and/or send a note with the student upon his/her return to school. All notes must contain the following information
  - a. Name of student
  - b. Date(s) of absence
  - c. Specific reason for absence
  - d. Daytime phone number where a parent may be reached
  - e. Parent's signature
2. To clear an absence, a student must bring a note from a parent or doctor, or the student's parent may call the office. Note: Students are not permitted to use office telephone to clear an absence.
3. A student returning to school without a call or a note from a parent or a note from a doctor will be considered truant.

### **TARDY POLICY**

Every instructional minute counts and student tardiness interferes with the learning process. Please be respectful of your teacher and fellow classmates and be on time to class. A tardy is defined as having arrived to class after 8:30 am. **A student who is tardy or absent must check into the office to receive an admit slip before going to class. Six tardies in a trimester equals one day absent. Three or more days a student is picked up early will equal one or more days absent. Frequent late arrivals and or early pick up days will be reflected on the Attendance area of the report card.**

### **TRUANCY**

**Truancy is defined as absent from school without valid excuse for more than three days or tardy in excess of 30 minutes on each of more than three days in one school year.**

## **HOMework POLICY**

### **ELEMENTARY**

Homework may be assigned on a regular basis in Language, Reading, Spelling, Math, Science and Social Studies. The responsibility for completion of assignments is placed upon the student at West Valley Christian Academy. The goals set by the teacher are consistent with what the child is capable of completing each school day. If the student does not complete his work for that day, he will be required to complete his work at home. Failure to do assigned work will cause a student to fall behind and will affect his/her academic grades. If a student is absent from school, the parent may call in to request homework assignments be prepared and brought to the office for pickup. Please request homework before noon. It will be in the office after 3:15 P.M. Homework bins are located on the table under the pay phone in the office. Parents are encouraged to help their child with their homework. **Please do not do their homework for them.** When

papers come home to be corrected it is the child's responsibility to do the work. **Do not change** quiz or test grades once they are done by the teacher.

**LATE HOMEWORK**

If a student is absent the day a homework assignment is given, the student will have two days to turn in the assignment. If homework is assigned before an absence, the assignment is due the first day the student returns to school. Homework turned in after the assigned date (not due to absence) will be subject to penalties at the teacher discretion.

**GRADING SCALE**

| Grade | Percentage | Value | Value Range |
|-------|------------|-------|-------------|
| A+    | 97.5-100   | 4.5   | 4.50-above  |
| A     | 92.5-97    | 4.0   | 4.0-4.49    |
| A-    | 89.5-92    | 3.75  | 3.75-3.99   |
| B+    | 87.5-89    | 3.5   | 3.50-3.74   |
| B     | 82.5-87    | 3.0   | 3.00-3.49   |
| B-    | 79.5-82    | 2.75  | 2.75-2.99   |
| C+    | 77.5-79    | 2.5   | 2.50-2.74   |
| C     | 72.5-77    | 2.0   | 2.00-2.49   |
| C-    | 69.5-72    | 1.75  | 1.75-1.99   |
| D+    | 67.5-69    | 1.5   | 1.50-1.74   |
| D     | 62.5-67    | 1.0   | 1.00-1.49   |
| D-    | 59.5-62    | .75   | .75-0.99    |
| F     | 0-59       | 0.0   | 0.00-0.74   |

|   |                |
|---|----------------|
| E | Excellent      |
| G | Good           |
| S | Satisfactory   |
| N | Needs Work     |
| U | Unsatisfactory |

This standard grading scale is used campus wide with a few exceptions. Teachers will communicate if their scale is different. It is up to individual teachers when it comes to including the percentage on report cards with the letter grade. Report cards will not be changed unless there is an error. Teachers have sole discretion when rounding percentages as there are varying factors taken into consideration.

**REPORT CARDS / CONFERENCES**

Report cards are issued after each 12-week period (trimester). Parent-Teacher conferences are scheduled at least once a year. Parents/guardians are encouraged to attend conferences after the 1<sup>st</sup> trimester. Parents and/or teachers may request a conference at any time deemed necessary. When you conference with the teacher, the report card will be reviewed and signed by the parent/guardian. After the second trimester, the report card is sent home for parent inspection and signature and is then returned to us and a copy is sent home. In June all report cards are mailed home with Stanford testing scores. Report cards will not be issued until all tuition and fees have been paid in full (unless other arrangements have been made beforehand). If you find an error on your child's report card, please bring it to the school office immediately. Waiting too long may make it impossible to review and correct the grade given.

**SERVICE LEARNING OPPORTUNITIES**

The term "service learning" is defined as a method –

- Under which students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of a community; is coordinated with an elementary school, secondary school, institution of higher education, or community service program, and with the community; and helps foster civic responsibility.
- That is integrated into and enhances the (core) academic curriculum of the students, or the education components of the community service program in which the participants are enrolled; and provides structured time for the students or participants to reflect on the service experience.
- Examples: Operation Christmas Child, Pregnancy Resource Center, Kids-Can-Food Drive, Tanzania Orphanage, Adopt a Family in Need, Special Missions Projects, and Care Packages to Military Personnel.

### **VISITORS**

Students may have visitors only WITH THE PERMISSION OF THE TEACHER AND THE PRINCIPAL of West Valley Christian Academy. They must be willing to abide by our standards. **All visitors must sign in at the office and pick up a badge.**

### **STAFF IDENTIFICATION BADGES**

All WVCA personnel will wear picture ID indicating they are WVCA faculty. Please help your children recognize the importance of talking only to adults that are recognized as employees by seeing their ID badge.

### **PARENT ORIENTATION**

Parent Orientation is held at the beginning of each school year to inform parents of plans, procedures, behavior guidelines, expectations and review curriculum used in the classroom. **ALL** parents are urged to attend.

### **NON-CUSTODIAL PARENTS OR GUARDIANS**

**Newsletters, report cards, billing information and information from the teachers will only be released if the enrollment forms indicate a request for this to be done unless there is no court order on file. Conference times will also be scheduled at the request of the non-custodial parent unless there is a court order on file.** If we are unable to reach a custodial parent/guardian in the event of an emergency, we will contact the non-custodial parent/guardian and they will pick up the child, unless there is a court order in the child's file. See page 29 for Custody and Visitation Provisions and Policies.

### **COMMUNICATION**

A yearly calendar, monthly newsletter, and monthly lunch menu will be sent out along with communications through Gradelink. **It is the parent's responsibility to read through the newsletter in order to be aware of important events that will be taking place at the school.** A yearly calendar will be provided at the beginning of the year. This calendar will reflect all Holidays, Early Dismissal Days, and Parent/Teacher Conferences.

### **CHAPEL DAY**

Wednesday is chapel day, which features Pastors, Christian lay-workers or Christian talent as our special guests or speakers. Parents and friends are always welcome to attend our chapel services. If you know of someone that might be interested in coming to our school to speak for chapel, please let the school office know. Perhaps your pastor would be willing to speak one Wednesday. Just let us know and we will pass the word on to our chapel coordinator.

### **FIELD TRIPS**

Our school classes schedule a number of field trips during the school year. The majority of these field trips are designed to enrich classroom learning, although such experiences should, hopefully, also be enjoyable. A natural outgrowth of such trips is that the student learns discipline in the art of self-control. Every student will be required to bring back a signed permission slip before going on any field trip that requires leaving the campus. Parent participation is allowed and appreciated. No students will ride in cars unless they are with



their parent or you have given authorization in writing for your son/daughter to ride with an authorized driver. All drivers are required to furnish proof of insurance coverage amounts, a current driver's license and complete a Volunteer Driver Form. These forms must be turned in 3 days before the field trip date. You may request in writing that your child ride with a driver that has not been approved by our office, however W.V.C.A. assumes no liability. Volunteer drivers are asked to refrain from using their cell phones while driving and enforce mandatory seatbelt policies.

**No school age children will be transported in a 12 or 15 passenger van for school field trips, per The National Association of State Directors of Pupil Transportation Services and as requested by our insurance company.**

**Children must ride in the back seat in a properly secured child passenger safety restraint (safety seat or booster seat), until they are at least 8 years old or at least 4 feet 9 inches in height.**

Siblings cannot attend field trips unless it has been indicated by the teacher on the field trip form. There are some field trips scheduled that make it impossible for adult chaperones to fulfill their duties and watch small children at the same time.

All school rules apply on all field trips and on all school sponsored events on the school campus and away from it. If your child misbehaves on a field trip you may be called to pick up your child. Field trips are a privilege. If a student continually misbehaves at school or does not complete assignments as requested, they may lose their field trip privilege. Chaperones are asked not to give money to students. Students are instructed not to ask adults and/or friends for money.

Adult chaperones are asked to refrain from drinking, smoking and talking on their cell phone on all field trips.

### **PHYSICAL EDUCATION PARENT/STUDENT AGREEMENT**

Understanding Physical Education class is an integral part of the overall program offered at WVCA I agree to support the program by encouraging my child to participate in all PE classes. I promise to do the following to the best of my ability:

- Encourage my child to participate in all PE & Health classes by putting forth his/her best effort, with a good attitude
- Refrain from sending notes requesting my child be excused from PE class unless it is for an injury or illness, which will require a doctor's note
- Remind my child to come to school prepared for PE classes on Monday, Tuesday, Thursday & Friday (with a uniform for 4<sup>th</sup> – 8<sup>th</sup> grades)
- Send a bottle of water clearly labeled with my child's name, on PE days
- Support WVCA policies, as written in the Athletic Handbook, with regard to participation in the after school sports programs (Soccer, Volleyball and Basketball) If there is a game on a day he/she does not participate in PE, he/she forfeits participation in the game. I understand there are no exceptions to this policy
- Contact the PE teacher with any questions or for clarification of anything I am told by my child regarding PE class
- Students have the tendency to be creative when it comes to turning in notes to be excused from participating in PE class and or running the mile; **the only acceptable excuse for not participating in PE or running the mile has to be supported with a doctor's note.** If my child brings a note I understand he/she will also not be able to participate in recess, knowing recess also includes physical activity
- Support the Physical Education instructor and program

Third grade students are required to run the ½ mile (3 laps) as follows:

|                  |            |
|------------------|------------|
| Trimester One:   | 10 minutes |
| Trimester Two:   | 8 minutes  |
| Trimester Three: | 5 minutes  |

Fourth through eighth grade students are required to run the mile (6 laps) as follows:

|                  |            |
|------------------|------------|
| Trimester One:   | 14 minutes |
| Trimester Two:   | 12 minutes |
| Trimester Three: | 10 minutes |

**If a student does not participate in PE they may not participate in the after school sports program that same day.**

## **MUSIC**

Every grade level will participate in music for 30 minutes per week. They may perform at shows/recitals. It will be a pass/fail grade for middle school students.

## **CONTACTING THE SITE ADMINISTRATORS**

You may email our site administrators any time. It would be very helpful if you need to speak to the Site Administrator to call and set up an appointment with the secretary. Please do not feel that she does not have time for you, but there are a considerable number of families attending WVCA. The secretary may also be able to answer any questions you may have. Thank you for understanding the importance of calling to request an appointment.

## **QUESTIONS/COMMENTS/CONCERNS**

Please refer all of your questions, comments or concerns about your child to the teacher. The limits of authority for some things do not extend to the aides. Follow the proper chain of command. See the teacher before bringing concerns or criticisms to the administrative office.

## **EMERGENCY POLICY**

In the event of a life-threatening emergency to a student, we will take the following actions:

A staff member will stay with the student and, if necessary, provide first aid according to recommendations of the American Red Cross. The student's teacher, or designated staff, will contact the Emergency Medical System (911) and will....

- Describe the situation
- State the physical location of the emergency
- Give phone number and stay on the line until told to hang-up

The Site Administrator or Secretary will contact the parent, or if the parent cannot be reached, the student's alternate emergency contact person.

Emergency transportation for any necessary medical care will be determined by the emergency response team and/or parent. A staff member will go with and remain with the student until the parent(s)/guardian(s) arrive. The teacher will complete an injury/illness form.

## **CRISIS MANAGEMENT PLAN**

Every school is morally and legally responsible for the safety of its students. Everyone affiliated with West Valley Christian Academy should be aware of the laws relating to general school operations and know the school has a Crisis Management Plan in place in order to deal with every conceivable situation that may arise.

Natural disasters, such as tornadoes, earthquakes, floods and hurricanes, and man-made disasters which can result from chemical accidents, fires, even terrorism, etc. are potential hazards for which we must be prepared. Preparation for a man-made crisis which can come in the form of weapons on campus or bomb threats should be viewed as very real threats to our school.

The intent of our Crisis Management Plan is to provide guidelines, structure, and a process in dealing with a range of crisis situations which may interrupt the normal operations of a child-care center or school. This plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, faculty, or staff members. The goal of our school is to provide the maximum practical protection for all stakeholders in the event of a crisis.

Crisis situations may develop despite preventive measures. The Crisis Management Plan at WVCA contains a systematic approach to managing and responding to each crisis and will be used as the blueprint by our personnel to protect and care for the students. The plan **is customized** to meet our facilities, personnel, local laws, regulations, and community.

To meet the objective of providing the maximum practical protection for everyone, we will instruct and prepare students and staff in the appropriate and safe procedures to follow in the event of a campus crisis through staff in-service and student drills. The occurrence of a crisis will require prompt response from all personnel as they perform their specific assignments from this plan.

Everyone involved in the implementation of a Crisis Management Plan will need to be flexible since no two emergencies are exactly alike. In any emergency the following priorities will apply:

1. Protection of life
2. Prevention of injury
3. Protection of property
4. Preparation of the campus for extended stay or evacuation

Our child-care center and school is committed to preventing crisis situations by providing for the spiritual and emotional health of our students. Because of the devastating effect a crisis can have on the school and community, our personnel and students must be prepared to manage and respond to such an event. Therefore, the Crisis Management manual we have implemented also includes warning signs of trouble in young people that skilled staff can use to address individual student needs.

Each school and day care family is required to fill out **an Authorization to Release Student in an Emergency** form, which needs to be done annually. In the event the parent or legal guardian is not able to come to the school, it is essential that others be designated to pick up and care for your child. No child will be released to the care of unauthorized persons. We will do everything possible to contact parents/guardians prior to contacting your emergency authorized representatives. It is imperative parents/guardians notify the school office if the information provided on the form at the beginning of the school changes at any point during the year.

The Crisis Emergency Plan and Operations Procedures Manual is available for review in the school office.

Please review the following lockdown procedures with your child.

## **SCHOOL LOCKDOWN PROCEDURES**

One type of emergency that we may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, we need to be prepared to take steps to isolate students, teachers and staff from danger by instituting a school lockdown or a school shelter in place.

### **1. Suggested Shelter in Place Procedures:**

The following procedures should be followed when there is a concern in the surrounding area.

- Building administrator orders a shelter in place using a code word. This announcement will be repeated several times.

#### **Important:**

- Special attention should be paid to classes that are outside of the school classrooms or building, such as playground and ball fields
- Teachers and staff must be able to hear the announcement
- An alternate location must be identified. This location can be indoors or outdoors (if students can be easily hidden)
- Lock exterior doors
- Clear hallways, restrooms, and other rooms that cannot be secured
- Secure and cover classroom windows
- Move all persons away from windows
- Take attendance of students in each classroom
- Teachers will prepare a list of missing and extra students in the room

- Teachers will email this information to the emergency email list and take it with them once they are directed to leave the classroom
- Control all movement, but continue classes. Move on announcement only
- Once the threat has subsided, the building administrator announces "all clear"

## 2. Suggested Lockdown Procedures:

The following procedures should be followed when there is an immediate concern/intruder.

Building administrator orders a lockdown using a code word. This announcement will be repeated several times

- Students and staff will follow the run/hide/fight protocol and base their action on information given to them. The first goal is to hide and secure students
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space
- Move outside classes to the closest room
- Lock/barricade classroom doors
- Move people away from the windows and doors
- Close the blinds and turn off the lights
- Keep students sitting on the floor
- Take attendance in each classroom
  - Teachers will prepare a list of missing and extra students in the room
  - Teachers will email this list to the emergency email group
- **DO NOT** respond to anyone at the door until the "all clear" is announced or they slide an identifier under the door
- Keep out of sight
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible. They may be given instructions to report to a specific zone or evacuation site.
- When the threat is over / the intruder has left the building, the building administrator announces "all clear"

## 3. Special Considerations

### Suggested Lockdown Prior to School Starting Procedures

- Staff gathers all students in to their classrooms or other room and reports attendance
- Administration and/or office staff check the hallways and exterior of the building
- Administration posts an individual at the drop-off location, alerting parents and children
- At "all clear," students report to their classroom to take attendance

### Suggested Lockdown During After School Activities Procedures

- Event leaders gather students and take attendance
- Administration and/or secretaries check the hallways and other rooms

**NOTE: Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance**

## Fire Drills

Teachers conduct drills on a regular basis to familiarize students with the procedures.

1. When the fire alarm sounds students will be helped into single file formation and led to the exits in an orderly and quiet manner.
2. Students are to assemble quietly in the outside "assigned area" (the field next to the playground). Teachers will take their attendance sheet with them as they exit from their rooms. Teachers will take a head count from the attendance sheet and report all absences to the office.
3. Teachers and students who are in the lavatories or lunchroom are to go out the nearest exit and join their classes for the roll call.

4. Students will remain quietly in their assigned area with their teacher until a signal is given to return to the classrooms.

### **EARTHQUAKE PROCEDURE**

1. People within a building “duck and cover” under the student desks or table, with faces away from glass. If no cover is available, drop to your knees along an inside wall, facing the wall, and cover your head with arms and hands.
2. People outside a building move to an open area away from building and overhead objects such as overhangs, wires, trees, etc. Do not re-enter a building until instructed to do so by person in authority.
3. There is an earthquake manual in the office which includes handouts, activities, and age-appropriate lessons.
4. Earthquake kits are located in each classroom.
5. WVCA will participate in the Great California Shake Out Drill every October.

### **MEDICATION**

In order to comply with the Oral Medication Implementation Law, West Valley Christian Academy has adopted the following guidelines:

1. Any medication, either prescribed or over-the-counter, must be brought to the school office for administration and storage. Authorized staff members will only give it. A form **must be filled out** in order for personnel to dispense medications, even over the counter medicines.
2. In all cases, each request must be in written form and signed by the parent/guardian. All medications must have written instructions for administration. These forms are available from the office.
3. All medications must be in their original containers. If it is a prescription it must be in the container with the prescription label.
4. Students should never bring vitamins to school.
5. We will not administer expired medication. If medication has expired we will contact you to pick it up. If it is not picked up, we will dispose it.

### **MEDICATION ALERT**

***Do not send any form of over the counter or prescription medication to school with your child. All medications are to be turned in to the office by an adult. Please abide by this policy even if you are not in agreement with it. Your cooperation is imperative and appreciated.***

### **IMMUNIZATIONS**

All students entering kindergarten are required to have the following:

- ✓ 4 doses of Polio (OPV or IPV) 3 doses ok if one was given on or after the 4<sup>th</sup> birthday
- ✓ 5 doses of Diphtheria, Tetanus, and Pertussis (DTap, DTP, DT, or Tdap) 4 doses ok if one was given on or after 4<sup>th</sup> birthday
- ✓ 2 doses of Measles, Mumps, and Rubella (MMR or MMR-V) both doses given on or after 1<sup>st</sup> birthday
- ✓ 3 doses of Hepatitis B (Hep B or HBV), 1 dose of Varicella (chicken pox, VAR, MMR-V or VZV).
- ✓

A personal beliefs exemption is no longer an option for entry into school. For complete details, visit [ShotsforSchool.org](http://ShotsforSchool.org).

### **PHYSICIAN'S REPORT FORM**

Children enrolled in kindergarten and first grade are required to have a current physical before the beginning of school. A form is provided in the Enrollment Packet, to be filled out by the physician.

### **FUNDRAISERS**

West Valley Christian Academy will host fundraisers each year. You will be informed in advance of the fundraiser what the money will be used for. Although participation is not mandatory, your help support and

cooperation is greatly appreciated. If you feel too many fundraisers are being conducted, please do not feel obligated to participate. Some parents are interested in participating in a certain fundraiser and not in another one. Students attending outdoor education camp and/or going to Washington D.C. will be able to raise their funds through school sponsored fundraisers. Parents will need to pay whatever is not raised. All profits raised through WVCA fundraising will be used for what it is intended. If circumstances change the profits will not be reimbursed to individual families. Money will be re-distributed to other projects.

### **PARENT INVOLVEMENT**

All parents/guardians/families are encouraged to participate in and help their child's classroom with parties, field trips and special events that take place throughout the year. You will receive notification through newsletters or Gradelink when volunteers are needed for specific events or to help with fundraisers. .

### **WVCA PTF**

All parents are members of the WVCA PTF! This dedicated group of parents assist the school by promoting fundraisers that support our students and teachers in the classroom. More information regarding this dedicated group will be sent out during the school year. Please come to the meetings and get involved!

### **STUDENT COMPUTER/IPAD ACCEPTABLE USE POLICY:**

Students will have opportunities for computer use. In keeping with the school's responsibility to provide a safe learning environment, all students using the school computers must abide by the Student Computer Acceptable Use Policy.

WVCA websites are monitored administratively. Students should notify within 24 hours the respective teacher or staff member if an inappropriate website is accessed. Students agreeing to the Student Computer Acceptable Use Policy understand that WVCA may revise the Policy, as it deems necessary. The use of the Internet and computer equipment within WVCA is a privilege. WVCA reserves the right to monitor and review any material on any machine at anytime in order for the school to determine any inappropriate use of computer resources. Computer users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone other than parents (guardians) is not permissible and may result in the restriction of account privileges. Computer users will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator.

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately. WVCA expressly disclaims any obligation to discover all violations of inappropriate Internet access. The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

Any user violating this policy or applicable state and federal laws will receive disciplinary action and can be restricted from Internet use. Computer infractions may result in detention, suspension, withdrawal and/or referral to legal authorities dependent on the gravity of the offense. Determination of the discipline is at the discretion of the administration. Any violation in which a user willfully abuses Internet privilege by immoral or malicious activities may result in suspension or expulsion. If the student is suspended, the restriction of Internet privileges will be determined by administration. Penalties may carry over to the next school year if applicable in the restrictions given.

### **USE OF COMPUTERS, LAPTOPS, IPADS, TABLETS, E-READERS:**

Electronic devices like computers, laptops, tablets, eReaders, iPads, etc. for all students are not permitted during the school day unless school issued. Due to plug locations, safety, cost of utilities, and equity to all students, students will not have access to power in the classrooms. Misuse will result in restriction of privilege. Some examples of misuse of these devices are playing games, instant messages, inappropriate use of the camera, use of classroom power, etc. during school hours 8:30 a.m. - 3:15 p.m. Students are responsible for the content and use of their devices and school issued devices at all times. Students will be subject to

disciplinary action if content is deemed inappropriate. Because this is a privilege, any device infraction can result in restricted use.

\*This policy will apply, as written, in the event WVCA purchases Lap Tops and or iPads for student use.

The use of any West Valley Christian Academy computer equipment is a privilege for which all users accept responsibility. Inappropriate conduct in the use of this equipment includes but is not limited to:

1. Damage, vandalism or theft of equipment
2. Theft, piracy, or altering of software
3. Use of the systems to transmit computer viruses
4. Accessing, communicating or printing information which is deemed inappropriate in nature by school personnel
5. Plagiarism (which includes word for word copying from WEB sources)
6. Any conduct in violation of school rules

West Valley Christian Academy staff members will determine what the appropriate/inappropriate use of computer equipment is. Any student involved in inappropriate use of computers will be referred to the principal for disciplinary action and may lose the privilege to access any or all computer equipment for the remainder of the school year. In addition, parents may be held responsible for damages to any West Valley Christian Academy computer equipment incurred during the course of inappropriate action by a student.

### **SEARCH AND SEIZURE POLICY AND PROCEDURES STATEMENT**

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, West Valley Christian Academy has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Principal and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student cubbies, student desks or other school property; under the conditions described below.

No student may possess any illegal substance, object, or contraband or any materials that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, illegal drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Principal or the Principal's designated agent.

To maintain overall school safety and security, West Valley Christian Academy has the right to perform random and blanket searches of cubbies, desks, and other school property to review student possessions for health and safety compliance.

The Search and Seizure Policy and Procedures Statement will be disseminated to students and their parents or guardians annually.

**Personal Searches:** A student's person or personal effects (e.g., backpack, purse, and pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. School personnel of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Principal or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

**Cubby or Desk Searches:** A student's cubby or desk is the property of West Valley Christian Academy and is at all times under the control of the school. School authorities may perform general inspections of cubbies and desks at any time without notice, without student consent, and without a search warrant.

Resource: Association of Christian International Schools Legal/Legislative Update Volume 23 Issue 1

## **CONFLICT RESOLUTION**

Students will be expected to handle conflicts they may experience with other students and/or teachers using the "Peacemakers Ministries Guiding People Through Conflict Guidelines". Romans 12:18 states: If it is possible, as far as it depends on you, live at peace with everyone.

Before children or adults can learn how to settle arguments and fights they need to understand what conflict is and how it grows. Students need to identify their typical responses to conflict, to discover what is at the heart of their conflicts, to see how their consequences are directly related to their choices, and to find a better way to make choices in the first place. As parents and teachers, we have an important task of teaching and training our students in righteousness and responsibility (Deut. 6:4-7). There will be times when students will need to be disciplined because of their choices. When we rescue them from their deserved consequences, we are only promoting their childish behavior, immaturity and irresponsibility. It is more loving to allow them to accept their consequences so that they may become more responsible and self-disciplined in the future. With God's help, students will learn how to resolve personal conflicts in a biblically faithful manner and to enjoy the freedom of restored relationships. We will teach students the importance of personal responsibility as it relates to conflict, and will discover ways to prevent conflict in the future. To that end, we expect students and their families to use the process described in Matthew 18:15-17 to resolve their grievances with others.

Parent and teacher cooperation is of utmost importance if this method is to benefit the students in West Valley Christian Academy. Parental help and support is vital when it comes to helping students understand, cooperate and deal with conflicts while accepting personal responsibility.

All students will be expected to follow the "Seven A's of Confession".

- Address everyone involved (Prov. 28:13; I John 1:8-9)
- Avoid *if, but,* and *maybe* (don't make excuses; Luke 15:11-24)
- Admit specifically (both attitudes and actions)
- Accept the consequences (Luke 19:1-9)
- Apologize (express godly sorrow for the way you affected someone)
- Alter your behavior (commit to changing harmful habits; Eph. 4:22-32)
- Ask for forgiveness

## **PHYSICAL/SEXUAL ABUSE/CHILD NEGLECT REPORTING**

"In accordance with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review."<sup>4</sup> All such matters would be kept confidential and not discussed amongst faculty at any time.

## **STUDENT SEXUAL HARASSMENT POLICY**

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

### **DEFINITION OF SEXUAL HARASSMENT**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:



1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### **EXAMPLES OF SEXUAL HARASSMENT**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct, which would violate this policy, are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse or a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.
8. Computer generated emails or websites that contain unwanted and/or inappropriate comments, pictures and graphics.

### **EMPLOYEE-STUDENT SEXUAL HARASSMENT**

Employee-student sexual harassment is prohibited.

### **STUDENT-STUDENT SEXUAL HARASSMENT**

Student-student sexual harassment is prohibited.

### **WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

### **WHERE TO REPORT SEXUAL HARASSMENT**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Janet Parks, Cindy Sasser, Site Administrator  
(209) 832-4072

Pastor Sam Crivello, Business Administrator  
(209) 835-2755

### **CONFIDENTIALITY**

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

### **PROTECTION AGAINST RETALIATION**

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

### **PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the [principal]. The [principal] will direct the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction. Confidentiality will be enforced at all times. Parents, students and WVCA faculty are asked to refrain from discussing situations of this nature with anyone other than the people authorized to receive reports of sexual harassment.

## **CUSTODY AND VISITATION PROVISIONS AND POLICIES**

**Custody documentation** - At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at West Valley Christian Academy. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to West Valley Christian Academy within seven days of change or at the time of reenrollment if the school has dismissed for summer break.

**School records** – A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

**Restraining orders** – When a restraining order and the natural rights of parents, a court order, or a separation agreement are in conflict, the restraining order shall control.

**Dismissal and early releases** – No student shall be released to any individual other than a custodial parent unless express written permission is first given to West Valley Christian Academy by a custodial parent or a valid legally binding instrument granting release is on file with West Valley Christian Academy. All early dismissal requests shall go through the principal's office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

**Parent-teacher meetings** – It is West Valley Christian Academy's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

**School communications** – It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes. West Valley Christian Academy will voluntarily provide communications to the noncustodial parent as long as a court order does not prohibit it and the school has a current address on file.

**Pictures & Yearbooks** – It is the custodial parent's duty to communicate with the noncustodial parent regarding information about the purchase of picture packages and yearbooks.

## **GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES**

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### **FAMILY'S RESPONSIBILITY**

- ✓ Notify WVCA of the child's allergy

- ✓ Work with the WVCA team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, and during school sponsored activities.
- ✓ Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on the written form.
- ✓ Replace medications after use or upon expiration.
- ✓ Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred
- ✓ Educate the child in the self-management of their food allergy including:
  - ❑ Safe and unsafe foods
  - ❑ Strategies for avoiding exposure to unsafe foods
  - ❑ Symptoms of allergic reactions
  - ❑ How and when to tell an adult they may be having an allergy-related problem
  - ❑ How to read food labels (age appropriate)

## **SCHOOL'S RESPONSIBILITY**

- ✓ Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district wide policies that apply.
- ✓ Review the health records submitted by parents and physicians.
- ✓ Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- ✓ Identify a core team of, but not limited to school secretary, teacher, principal, school food service and nutrition manager/director to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- ✓ Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects or incentives.
- ✓ Practice the Food Allergy Action Plans before an allergic reaction occurs to assure efficiency/effectiveness of the plans.
- ✓ Coordinate with the secretary to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Keep the medications easily accessible in a secure location central to designated school personnel.
- ✓ Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- ✓ Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medication during the school day regardless of time or location.
- ✓ Review policies/prevention plan with the core team members, parent/guardians, student (age appropriate), and physician after a reaction has occurred.
- ✓ Enforce a "no eating" policy when students are in vehicles with volunteers that are driving for field trips.
- ✓ Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- ✓ Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- ✓ Take threats or harassment against an allergic child seriously.

## **STUDENT'S RESPONSIBILITY**

- ✓ Should not trade food with others.
- ✓ Should not eat anything with unknown ingredients or known to contain any allergen.
- ✓ Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- ✓ Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

More detailed suggestions for implementing these objectives and creating a specific plan for each individual student in order to address his or her particular needs are available in The Food Allergy & Anaphylaxis

Network's (FAAN) School Food Allergy Program Manual. The School Food Allergy Program has been endorsed and/or supported by the Anaphylaxis Committee of the American Academy of Allergy Asthma and Immunology, the National Association of School Nurses, and the Executive Committee of the Section on Allergy and Immunology of the American Academy of Pediatrics. FAAN can be reached at: 800/929-4040.

The following organizations participated in the development of this document:

American School Food Service Association  
National Association of Elementary School Principals  
National Association of School Nurses  
National School Boards Association  
The Food Allergy & Anaphylaxis Network

## **INCIDENTAL MEDICAL SERVICES PLAN OF OPERATION**

In accordance with Health and Safety Regulations Incidental Medical Services Plan of Operation **(101173)** and Health Related Services **(101226)** West Valley Christian Academy (WVCA) agrees to provide Incidental Medical Services (IMS) to its students. All intermittent health care shall be provided by office staff:

- West Valley Christian Academy Secretaries
- WVCA Site Administrators & Preschool Director
- Teachers during an evacuation, when the child is at an event, activity or on a field trip

All staff, including the above, shall be instructed on Glucose Testing, Inhalers (with and without a Nebulizer Unit) and EpiPen Jr. and EpiPen, at scheduled First Aid & CPR Certification, Re-Certification, at time of hire, and during Annual Staff Orientations. There shall always be at least 2 persons on the campus trained. **At this time, WVCA shall not administer Glucagon, G-Tube Feeding or Ileostomy Bags.**

All medicines and medical equipment shall be kept in the locked medicine cabinet located in the main school office. The notebooks (binders) with authorizations and medicine logs, as well as the log in and out form, shall be kept in the same locked cabinet. Nebulizers will be stored in a plastic bin.

Over the counter medication will be given with Authorization and Instructions from a Physician or Physician's designee. The parent / authorized representative will fill out a medication permit form. The term "authorized representative" as used herein is defined in California Code of Regulations, **Title 22, Section 101152(a)(5)** as follows:

"Authorized Representative" means any person or entity authorized by law to enact on behalf of any child. Such person or entity may include, but not limited to, a minor's parent, legal guardian, a conservator or a public placement agency.

Universal precautions shall be followed in the administration of all medications, intermittent healthcare and first aid. Plans for ensuring proper safety precautions are in place, such as, wearing gloves during any procedure that involves potential exposure to blood or bodily fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

Parents of children taking ongoing medication (daily) will have access to the medicine log book to follow the dispensing of medication.

**Parents of children receiving emergency medication shall be notified by phone call at the time given and receive a written report at pickup.**

**Medication shall be taken from the medicine cabinet upon any evacuation. Teachers shall take any medication needed for children under their supervision on any activity, event or field trip away from the campus. See special EpiPen instructions under the EpiPen section.**

## **GRADELINK**

WVCA is now using Gradelink, a comprehensive student information system with the following capabilities:

- Storing Student Information
- Tracking Attendance and Behavior
- Communication and Marketing Tools
- Online Admissions
- Integrated Tech Tools
- Lesson Planning
- Teacher Gradebooks
- Report Cards
- Transcripts
- Auto Grade Monitoring
- Student and Parent Access
- Billing
- Payment Processing
- Mobile App Access

The only way this program can be effective is if all families do their best to keep personal information as current and update to date as possible. It is essential you inform the office if you have a change in your home, work or cell phone numbers. Detailed information along with student and staff login can be found at: <https://www.gradelink.com/>

## **WATCH D.O.G.S.**

**WATCH D.O.G.S. (Dads of Great Students)** is a national innovative program focused on the prevention of violence in our children's schools by using the positive influence of fathers and father-figures for a two-fold purpose:

- 1) To provide an unobtrusive presence in schools, and
- 2) To be a positive and active role-model for children at their school

### **PROGRAM BENEFITS**

According to WATCH D.O.G.S. National Director, Scott Huse, the benefits of the program are many:

- Schools gain an extra set of eyes and ears. The presence of a father or father-figure enhances a sense of security at the school for students and staff and helps create an environment conducive to learning
- Children gain a positive male role model. Many children do not have a father-figure present in their home; these children benefit when a positive male role model is present
- Fathers get a glimpse of their child's everyday world and learn about the increasingly complex challenges and decisions today's youth are facing. As a result, they can learn to relate better to their child and hopefully connect with them
- Fathers gain a greater awareness of the positive influence they can have on their child's life in the three critical areas of academic performance, self esteem, and social behavior

### **WHAT ARE WATCH DOGS?**

Watch DOGS are fathers, grandfathers, uncles, and other father-figures who volunteer at least one day each year at an official WATCH D.O.G.S. school. During the day, Watch D.O.G.S. may read and work on flash cards with kids, play at recess, eat lunch with their child, watch the school entrances and hallways, assist with traffic flow, mentor students, and any other assigned activities where they actively engage with not only their child, but other students as well. Their mere presence offers additional security at the school during the day! On the day of their participation, the volunteers are given a brief review of their involvement and they wear an official WATCH D.O.G.S. t-shirt or vest with a 'Dog Tag' identifying them as WATCH D.O.G.S.

### **PROGRAM RECOGNITION**

The WATCH D.O.G.S. program has been recognized by both the United States Department of Education and the Department of Health and Human Services and has been involved in the U.S. Department of Education's P.F.I.E. (Partnership for Family Involvement in Education). The program has been recognized on the floor of Congress as a program that "can be a great tool in our efforts to prevent school violence and improve student performance because it can increase parental initiative and involvement in their children's education.

### **PROGRAM GOALS**

WATCH D.O.G.S. strives to:

- Raise the banner of positive fathering through the forum of schools across America and the world
- Awaken fathers to the values and benefits of committed fathering
- Change the culture by where every child has a father-figure to connect with in a positive way at school
- Help every school in America be positively influenced by the committed involvement of fathers and father-figures in their children's life

**All WATCH D.O.G.S volunteers must have California D.O.J. fingerprint clearance at the volunteer's cost.**

# SCHOOL UNIFORM & DRESS CODE INFORMATION FOR ELEMENTARY STUDENTS

## DRESS CODE BENEFITS

West Valley Christian Academy Administration, Staff and Board has a mandatory dress code for all elementary and middle school students. There are many positive reasons for a school dress code, including:

- A specific Dress Code encourages students to express their individuality through personality and academic achievements, not outward appearances
- A dress code puts the focus on academics, not fashion, it projects a neat business like image
- Schools with dress codes have fewer discipline problems because students aren't distracted
- Dress Codes can be less expensive
- Dress Codes eliminate the visible differences between students that may be more affluent
- Dress Codes eliminate pressure to wear brand name clothing, "gang colors," etc.
- Dress Codes create a sense of school pride and belonging

## MONDAY / TUESDAY / WEDNESDAY AND THURSDAY

Khaki/Tan or Navy Blue Uniform **Shorts, Slacks, Skorts, Skirts, Jumpers - Must be plain**

Tops: **Navy Blue Knit Polo with a Collar**

- Must have short sleeves or long sleeves

## FRIDAY

**Denim Jeans or Denim Shorts:** Solid blue, black or khaki

- Denim **not** approved: Baggy low riders, holes or frayed, tight fitting, denim skirt/shorts that are too short

**Tops: Solid Blue T-Shirt with a WVCA logo or Navy Knit Polo with a Collar**

## UNIFORMS/CHAPEL DAY ATTIRE:

Boys will wear school approved uniform pants or shorts (khaki/tan or navy) with a navy blue polo shirt. Girls will wear school approved uniform dresses, jumpers, skorts, skirts or pants (khaki/tan or navy) and a navy blue polo shirt. Skirts, dresses, jumpers, and skorts must be no shorter than 3" above the knee. Girls should wear shorts under their clothing for modesty purposes. Girls may wear dress shoes or sandals. Shoes are to be clean and in good repair. **No** Sweatshirts or WVCA T-shirts are to be worn on Wednesday. It is often said that we act the way we dress. If we dress sloppy or overly casual, we act the same way. If we dress with a little more care, our actions will reflect that. **If your child is not dressed in chapel attire, you will be called to bring a change of clothes.**

## PHYSICAL EDUCATION

PE is an integral part of the program at each grade level. Full PE uniforms are not required for Kindergarten through third grades, but WVCA logo PE uniforms are required for fourth through eighth graders and may be purchased online through the school website. All students will need athletic shoes (sneakers) which can also be used for classroom use if in good repair. Shoes for PE should not have high thick soles. Because of the different PE activities, it is important that the shoes provide good support for the foot and ankle. PE clothing will have to be taken home and laundered weekly. It is the student's responsibility to remember to take them home and return them to school. All clothing must have the students name written on them. Students who are not able to participate in PE are required to present an excuse from their Physician. Daily notes from parents are not recommended and may not be accepted in some situations. Physical Education activities and participation is important and should be encouraged by parents. Remember that on moist or rainy days, shoes will become soiled.

### **OTHER DRESS CODE GUIDELINES:**

- Shorts/skirts/jumpers must be mid-thigh or longer
- Shoes must be safe and appropriate, no flip flops, sandals must be secured behind the heel (no shoes with wheels)
- Clothes must be appropriate size, with waist of garment worn at student's waist, clothing that is too tight or too loose is not appropriate for school. Sagging is not permitted
- No Hats/caps/ scarves (Navy Blue or WVCA beanies approved for recess only)
- No Tattoos (real or fake)
- Piercings/earrings should not be distracting
- Hair must be neat in appearance, not distracting, and kept out of the face
- Belts must not be worn long or hanging. Wallets may not have chains hanging from them
- Students are to wear solid white or navy blue socks or tights only
- Clothing, jewelry, backpacks, and other personal items shall be free of writing, pictures and/or other insignia which are inappropriate, crude, vulgar, profane, sexually suggestive, or gang related
- Face masks, if worn, must be sized to cover the nose and mouth only (no gator-type face covering) and be solid color (black, white, blue, tan) without words or pictures
- Clearly label all outerwear with students first and last name

### **"FREE DRESS" GUIDELINES (SPECIAL EVENTS / FIELD TRIPS)**

- Clothing which contains foul language, promotes negative moral or ethical values, or espouses racism, sexism or gang affiliation is not allowed.
- Any clothing which displays a slogan or picture portraying any firearms, tobacco, alcohol or drug product or any slogan which may be disruptive to the school environment or deemed offensive by school personnel is prohibited
- No tank tops allowed. All T-shirts must have sleeves. This rule applies regardless of changing weather throughout the warmer months
- Clothing cannot be sexually suggestive. No low-cut shirts, strapless tops, off the shoulder tops, halter or backless tops permitted. Pants, shorts, skirts and dresses cannot be tight fitting
- No distressed jeans are to be worn (jeans with holes or frayed)
- No yoga pants or leggings
- No costume/animal headbands
- Sundresses or spaghetti straps are not to be worn
- No pajama tops or bottoms
- No sweat pants

Sixth, Seventh and eighth grade girls may, with parental approval, wear light make-up if it is in good taste (The emphasis is on light)

Coaches and teachers may impose appropriate dress requirements to accommodate the special needs of certain sports and/or class.

Outerwear Jackets are permitted during inclement weather, however they cannot be worn in the classroom or during chapel.

In order for the WVCA dress code policy to work it must be taken seriously by all who are involved. Staff, students and parents must make it a priority to support and uphold the policies that have been approved by the administration and board. Students need to be encouraged by their parents to choose dress consistent with the above guidelines and standards.

**Note: Staff and/or administration reserve the right to address questionable dress code concerns.** Students who are considered to be in violation of the West Valley Christian Academy Dress Code:

- First offense:** The student's parent/guardian will be contacted and may be asked to bring a change of clothes to the school or the student may be sent home to change clothes if necessary
- Second offense:** The student's parents/guardian shall be contacted and may be asked to meet with school staff. The student may be sent home to change clothes if necessary. The student may be assigned after school detention as determined appropriate by the principal or designee
- Subsequent offenses:** The student may be suspended as determined by the principal or the designee



## **PLEDGES AND PRAYER**

The following pledges are embraced by West Valley Christian Academy and recited daily in the classroom and during the opening of Chapel services on Wednesday mornings. Regardless of personal beliefs teachers and students are expected to comply with and participate during pledges and prayer.

### **Pledge of Allegiance**

**I pledge allegiance to the flag  
Of the United States of America**

And to the republic for which it stands  
One nation, under God, indivisible  
With liberty and justice for all

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag  
And to the Savior for whose kingdom it stands  
One Savior, crucified, risen, and coming again  
With life and liberty for all who believe

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word  
I will make it a lamp unto my feet  
And a light unto my path  
I will hid God's word in my heart  
That I might not sin against God

## **STUDENT ADMISSION AGREEMENT**

This ADMISSION AGREEMENT is made between West Valley Christian Academy (WVCA) and the parent(s) or legal guardian(s) \_\_\_\_\_ Print Name of Father/Guardian, \_\_\_\_\_ Print Name of Mother/Guardian. In consideration of the services provided by WVCA, Parent agrees, as a condition of enrollment of \_\_\_\_\_ Print Name of Student, to abide by the terms and condition of this Agreement as follows:

1. Parent will pay school all applicable registration and tuition fees as described in WVCA's Fee Schedule in the manner and at the time required therein.
2. Parent agrees that Parent and Child are required to comply with all health, safety and discipline policies of WVCA. Parent will cooperate fully with WVCA to ensure full compliance with all rules and policies.
3. Parent will complete and return all questionnaires and forms given to Parent by WVCA. Prompt return of complete and accurate documentation by Parent is a condition of enrollment.
4. Parent agrees that enrollment may be terminated by either party without cause and that Parent is responsible for any fees and costs incurred prior to termination of enrollment.
5. Parent agrees to keep school informed of any medical, legal or behavior concerns of their Child throughout the time of Child's enrollment.
6. Parent agrees to pay for any property damage or medical services resulting from Child's care and acknowledges that WVCA cannot be responsible for Child's lost or damaged property.
7. Parent acknowledges that he/she has had adequate opportunity to investigate and has in fact investigated the school's curriculum, Code of Conduct, equipment, facilities, teaching methods, administration, safety procedures and discipline policy of WVCA. Parent agrees that a Child's continued enrollment at WVCA will be deemed acceptance of and satisfaction of the school's services.
8. Parent agrees to comply with all requests of WVCA, reasonably necessary to accomplish the school's purposes.
9. Parent agrees that any complaint he/she may have concerning WVCA, shall first be directed to the child's teacher, then the school's administration and not to other parents or children. If Parent remains unsatisfied then any complaint shall be presented to the school's board of directors.
10. Parent agrees that as a condition of enrollment, he/she will submit to Binding Christian Arbitration (separate agreement) instead of civil litigation in the event of an unresolved dispute, grievance or claim.
11. **IMPORTANT:** Parent acknowledges that WVCA is a religious school and agrees to submit to the school's interpretation and application of biblical principles in all areas of school education, administration and conduct.

Parent understands and agrees that violation of the school's Statement of Faith, Code of Conduct, Student Handbook, discipline policy, safety procedures or this Admission Agreement by parent or student is grounds for student discipline or termination of this Agreement and the student's enrollment.

**I HAVE HAD AN OPPORTUNITY TO READ THIS AGREEMENT AND UNDERSTAND THE FOREGOING TERMS OF THIS AGREEMENT.**

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

**COPY**