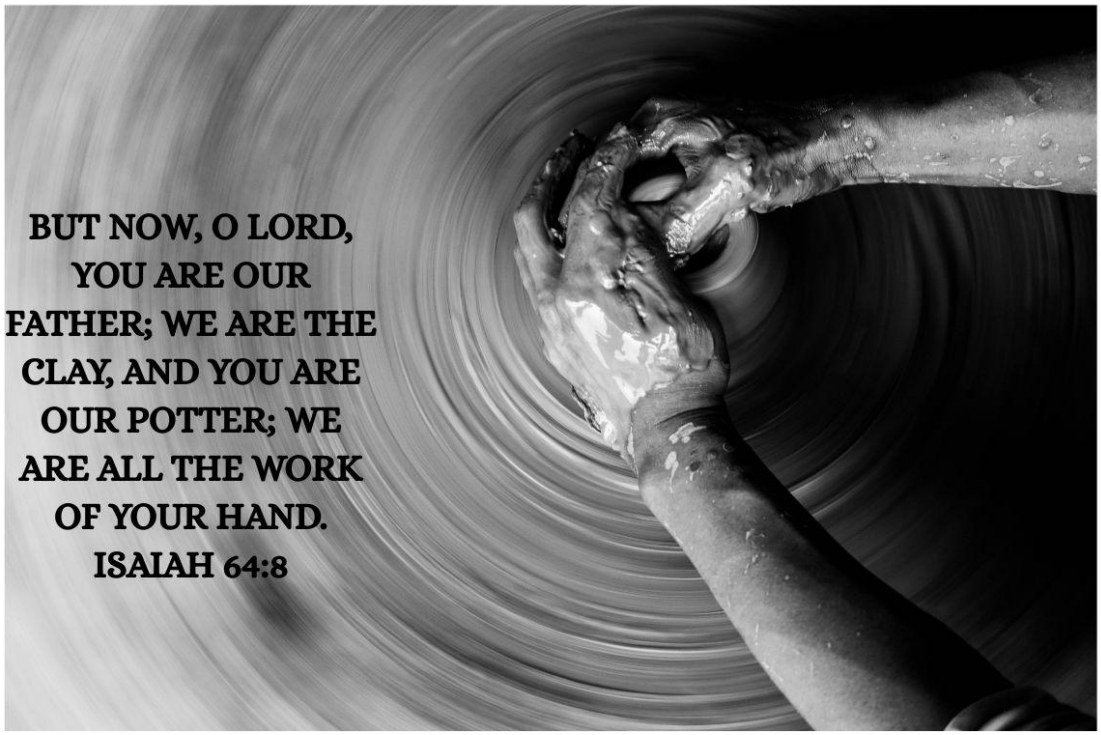
VALLEY CHRISTIAN SCHOOL

# VALLEY CHRISTIAN SCHOOL

# 2026-2027 ELEMENTARY PARENT/STUDENT HANDBOOK




2441 East E Torrington, WY
307-532-3133
vcs78.com

# 2026-2027 Academic Calendar
# 8:15-3:15 K-4th Grade
# 8:15-3:30 5-High School

VALLEY CHRISTIAN SCHOOL

Phone: 307-532-3133
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*Draft 1/6/26*
*Approved 1/12/26*

August 2026

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24PD | 25PD | 26PD | 27PD | 28 | 29 |
| 30 | 31 | | | | | 1+4 |

**August:**

14 Last Day Summer Childcare
24-25 Staff Inservice
26-27 Classroom Workdays
**27 6:30 p.m. Early Ed Orientation**
**31 First Day of School Early Release Day @ 1:30pm**

September 2026

| S | M | T | W | T | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| | | | | | | 21 |

**September:**

**7 No School — Labor Day**
10 All School Welcome Back BBQ/Open House
16 School Pictures MWF Prekindergarten/MWF Preschool
17 Schook Pictures TTH Preschool and K-10th

October 2026

| S | M | T | W | T | F | S |
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| 11 | V | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | 21 |

**October:**

**12 No School Fall Break**
20 School Picture Retake TTH Preschool K-10th Grade
21 School Picture Retakes MWF Prekindergarten/ Preschool
30 1st Quarter Ends

November 2026

| S | M | T | W | T | F | S |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | V | V | V | 28 |
| 29 | PTE | | | | | |
| | | | | | | 17 |

**November:**

9-13 Parent Teacher Conferences
17 3:30-4:30 Elementary Quarterly Meeting
18 11:45-12:30 Early Edu Quarterly Meeting
**25-27 Thanksgiving Vacation**
**30 No School Parent Teacher Equivalent Day**

December 2026

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | V | V | V | V | V | 26 |
| 27 | V | V | V | V | | |
| | | | | | | 14 |

**December:**

5 Lego League Competition
10 All School Christmas Program @ 6:30pm @ SONrise
**21-31 No School Christmas Vacation**

**January:**

**1 No School Christmas Vacation**
15 Semester Ends
**18 No School Teacher Professional Development & Quarterly Staff Meeting Elementary & Early Ed.**
**29th Set up for Dinner & Auction**
**30 34th Annual Dinner & Auction**

January 2027

| S | M | T | W | T | F | S |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | DA |
| 31 | | | | | | 19+1 |

**February:**

15 No School ~ Parent/ Teacher Conf Equiv Day

February 2027

| S | M | T | W | T | F | S |
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| 14 | 15PE | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |
| | | | | | | 19 |

**March:**

12 3rd Quarter Ends
23 3:30-4:30 Elementary Quarterly Staff Meeting
24 11:45-12:30 Early Ed Quarterly Staff Meeting
**26-April 4 No School Spring Break**

March 2027

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | V | 27 |
| 28 | V | V | V | | | |
| | | | | | | 20 |

**April:**

**1-2 No School Spring/Easter Break**
15 All School Spring Program @ 6:30pm at SONrise
26-30 Testing Week

April 2027

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | V | V | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | 20 |

**May:**

7 Lip Sync Battle @ 9:00am at SONrise
14 Quarter 4 Ends
**20 Awards Assembly/End of School BBQ/Last Day of School Early Out at 1:30pm**
21 Teacher Work Day

Student Days: 166
Professional/Work Days: + 6
Teacher Contract Days: 172
PTE Days: -2
Total Teacher Contract Days: 170

May 2027

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21PD | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | 14+1 |

# Table of Contents


**INTRODUCTION ..... 2**
1.1 Welcome ..... 2
1.2 History ..... 2
1.3 Mission Statement ..... 2
1.4 Vision Statement ..... 3
1.5 VCS Portrait of a Child ..... 3
1.6 School Verse ..... 3
1.7 School Motto ..... 3
1.8 Principles of Christian Education ..... 3
1.9 Governing Body ..... 3
1.10 Board Meetings ..... 3
1.11 Statement of Faith ..... 4
1.12 Statement on Sanctity of Life and Sexual Purity ..... 5
**ADMISSIONS ..... 5**
2.1 Application ..... 5
2.2 Statement of Nondiscrimination ..... 6
2.3 Grade Placement ..... 6
2.4 Kindergarten Readiness ..... 6
2.5 Required Documents ..... 7
2.6 Emergency Forms ..... 7
2.7 Learning Disabilities ..... 7
2.8 Cooperation ..... 7
**ACADEMICS ..... 7**
3.1 Curriculum ..... 7
3.2 Homework ..... 7
3.3 Report Cards / Progress Reports ..... 7
3.4 Late Assignments ..... 8
3.5 Eligibility for Extra Curricular Activities ..... 8
3.6 Eligibility for School Programs ..... 8
3.7 Parent-Teacher Conferences ..... 8
3.8 Promotion ..... 8
3.9 Parental Involvement ..... 8
3.10 Sports Policy (Grade 6) ..... 8
3.11 Other Extracurricular Activities (Grade 6) ..... 9
**POLICIES ..... 9**
4.1 Attendance ..... 9
4.2 Authorized Pick Up ..... 9
4.3 Absentee ..... 9
4.4 Visitation ..... 11
4.5 School Spirit Days ..... 11
4.6 Student Dress Policy ..... 11
4.7 Internet Usage ..... 14
4.8 Standards of Conduct ..... 14
4.9 Encouraging Christ-like Behavior ..... 14
4.10 Bullying ..... 14
4.11 Cyberbullying ..... 15
4.12 Sexual Harassment ..... 15
4.13 Discipline ..... 15
4.14 Disciplinary Action ..... 17
4.15 Suspension/Expulsion Policy ..... 17
4.16 Presence of Weapons ..... 17
4.17 Emergency & Evacuation Procedures ..... 17
4.18 School Cancellation ..... 18
4.19 Valley Christian Video Surveillance Policy ..... 18
4.20 Field Trips ..... 19
4.21 Written Invitations, Valentines, etc. ..... 19
4.22 Holidays ..... 19
4.23 Note Writing Among Students ..... 19
4.24 Phone Usage ..... 19
4.25 Personal Technologies (cell phones, IWatches, Fit Bits, Watches, etc.) ..... 19
4.26 Controversial Subjects ..... 19
4.27 Parent/Guardian - School Communication ..... 19
4.28 Conflict Resolution for Parents/Guardians ..... 20
4.29 Medications ..... 20
4.30 Children with Special Healthcare Needs ..... 20
4.31 Food Allergies ..... 20
4.32 Physical Education ..... 21
4.33 Exclusion from Class - Illness ..... 21
4.34 Confidentiality ..... 22
4.35 Student Transcripts and Records ..... 22
4.36 DFS Inspection Reports ..... 22
4.37 State Licensed Preschool, Prekindergarten & After School Child Care ..... 22
4.38 Reporting Suspected Child Abuse ..... 22
4.39 Patriotism ..... 22
4.40 Pledges ..... 22
4.41 Library ..... 23
4.42 Lunchroom Expectations ..... 23
4.43 Playground Expectations ..... 24
**SERVICES ..... 24**
5.1 Food ..... 24
5.2 Supervision before School ..... 24
5.3 Supervision after School ..... 24
5.4 Transportation ..... 25
**FINANCES ..... 25**
6.1 Funding ..... 25
6.2 Gifts ..... 25
6.3 Fundraising ..... 25
6.4 Parent Volunteer Hours ..... 25
6.5 Registration Fee ..... 26
6.6 Book Fee ..... 26
6.7 Activity Fee ..... 26
6.8 Tuition ..... 26
6.9 Payment Methods ..... 26
6.10 Non-Sufficient Funds ..... 26
6.11 Late Fee ..... 27
6.12 Insurance ..... 27
6.13 Withdrawal Policy ..... 27
**HOURS ..... 27**
7.1 Office Hours ..... 27
7.2 Staff Hours ..... 27
7.3 Elementary School Hours ..... 27

# Introduction

## Section 1

### 1.1 Welcome

Welcome to Valley Christian School, parents, and students!

We are very thankful for the opportunity to partner with your family for this school year. Whether you are starting your very first year at VCS or beginning in our middle school or high school programs, we know God has you here for a purpose. That purpose is more than to simply be challenged academically or enjoy a safe environment. We work hard to provide both of those outcomes, but the most compelling goal for us is to help each of our students see life the way God interprets life for us in His Word. We want to be compelled by the invisible things that are eternal and not be conformed to the visible world's way of viewing life (Romans 12:2). At VCS, eternity matters more, a personal relationship with Jesus is what we strive for each student to learn and grow in. We pray this year will be one in which the concerns of heaven become more and more clear to each one of us as we walk this road together.

This handbook has been revised and edited once again this summer to be a helpful and instructive tool for your success at VCS. Please take the time to carefully read this document in which we attempt to give clear expectations, standard practices, and general principles for students to grow and flourish here at VCS. Although our Parent/Student Handbook contains biblical injunctions (lying, cheating not allowed) mixed with institutional preferences throughout its pages, we do not want any confusion as to the difference between the two. We invite you to discuss with us any portion of the handbook that you may have concerns or questions about. This document itself is not scripture nor a path to spiritual maturity. There are many good ways to organize and operate a Christian school and we have attempted to explain one of those ways here in this handbook. We have made some changes to our eligibility, late grades, sports and added an acceptable and unacceptable dress infographic. Please make sure to read these policies.

The guiding principle or quality we are focusing on at VCS this year is *MOLDING*. There will be many opportunities this year for each one of us as members of the body of Christ to show a watching world that we are disciples of Jesus Christ. It will be through our unified love for one another. We look forward to giving and receiving the love we have for each other because He first loved us! In chapel this upcoming school year will be discussing the names of God, Jesus, and Holy Spirit.

The teachers worked hard after school to write the Mission, Vision, and Core Values for Valley Christian School, we will be focusing on MOLDING our students as Christ is molding us to be more like him. "But now, O LORD, you are our Father: we are the clay, and you are the potter; we are all the work of your hand." Isiah 64:8.

My door is always open, if you have questions or concerns, please do not hesitate to reach out at any time. We are to be unified in Christ to teach and grow these students. God is everything.

From the Valley Christian Team
*Mrs. Woehlecke*
Administrator

### 1.2 History

After a great deal of planning, meetings, and prayer, Valley Christian School opened its doors in the fall of 1978. The first classes met in the basement of Bethel Baptist Church. In the beginning, the Valley Christian School Board consisted of members from several different churches, but it soon became apparent that the school should be the arm of only one church. It was at this time that Bethel Baptist Church was chosen to become the official home of Valley Christian School and, for 33 years, the school was blessed to use their facility.
In 2005, God began leading Valley Christian toward becoming an independent, community-based school. This process took several years as a new constitution and bylaws were written, a foundation established, and a suitable location found. On July 28, 2011, God provided a building to purchase and 2441 East E Street became the new home of Valley Christian School.
Over the years, hundreds of students have grown spiritually as well as academically while at VCS. The majority of our alumni do very well as they continue their education elsewhere. We are blessed now to be teaching our second generation of students. God has been faithful to the ministry of Valley Christian School!

### 1.3 Mission Statement

Pursue Academic Growth by:
- Viewing Life Through the Bible,

- Being Christlike,
- Leading Through Service.

## 1.4 Vision Statement

Our vision is to build a Christ-centered preschool through 12th grade that emphasizes a biblical worldview with academic excellence; molding students with godly character traits, critical thinking skills, to become productive citizens set apart as servants of Christ.

## 1.5 VCS Portrait of a Child

Leads: directs others with grace, mercy, and forgiveness
Sees the world through Scripture: bases all decisions on biblical truth
Serves Others: loves everyone through action
Seeks Ideas: considers multiple perspectives before drawing conclusions
Perseveres: works at something without giving up

## 1.6 School Verse

"But now, O LORD, you are our Father; we are the clay, and you are our potter; we are all the work of your hand." Isaiah 64:8

## 1.7 School Motto

Shaping young hearts and minds for life.

## 1.8 Principles of Christian Education

We determine to have God and His truth as the cornerstone of our education. We recognize that *"The reverent and worshipful fear of the Lord is the beginning of wisdom…" Proverbs 9:10a (AMP)*

With this in mind, great care is taken when choosing our staff. All who are involved in the educational process at VCS must have a personal commitment to Jesus Christ, be in agreement with our doctrinal statement, and feel called of God to the ministry of Christian education at Valley Christian School. Without Christ, the teacher is inadequate to teach in a Christ-centered manner due to the absence of the Holy Spirit from his/her life.

We are responsible, under God, to choose carefully all textbooks and materials used in the classroom. We must include the Word of God as it relates to all of life. We must teach for understanding and obedience, not merely for repetition of words or rote learning. Teaching should result in spiritual maturity.

We desire to have a godly influence in the homes of our students. We believe that the home is the most important element in the educational structure. God holds adults accountable to train children properly. *"Train up a child in the way he should go; even when he is old he will not depart from it." Proverbs 22:6.* It is our desire to assist parents/guardians in this training process.
We recognize that learning is affected by environment, yet environment alone will not ensure adequate learning. Being in a Christian school environment is not sufficient. Learning requires parental direction and support if it is to be most profitable. Parents/guardians are asked to support the school and uphold its teachers in prayer.

God commands the study and keeping of His Word; all true wisdom and knowledge originate from God and relate back to God; the totality of knowledge is far beyond man's comprehension. *"For the Lord gives wisdom; from His mouth comes knowledge and understanding" (Proverbs 2:6).*

## 1.9 Governing Body

The Valley Christian School Corporation is by membership only and is comprised of past and present parents, guardians, or alumni, faculty or staff of the school, members of the pastoral advisory committee, and financial contributors to the school. The VCS Corporation is responsible for the annual election of the school board.
The Valley Christian School Board is the governing body of the school. As such, it is responsible for all aspects of the operation of the school ministry. It employs faculty and staff, sets policies, determines fiscal procedures, and has the final responsibility for carrying out all areas of operation. All Board members are members of the Valley Christian School Corporation. The VCS Administrator serves as non-voting member of the Board.

## 1.10 Board Meetings

School Board meetings are conducted the second Monday of each month
There are two types of School Board meetings:

- Regular Meeting: These meetings are open to current stakeholders. Observers are not allowed to discuss issues, ask questions, etc. unless the agenda calls for such.

- Executive Session: These meetings are closed to the public unless the Board specifically invites someone to attend and/or make a presentation.

Parents and staff are welcome to attend each meeting. During this time, those in attendance will pray together, review the agenda, and handle any business that is open to the public. After this, the Board may meet in Executive Session. Parents or staff may be invited to the Executive Session in order to discuss issues specifically related to them. It is a good idea to call the school to confirm the time and location of Board meetings.

To bring an issue to the Board and have it discussed, please follow these steps:

1. Submit the issue to the Principal/Administrator in writing at least 1 week prior to the next Regular Board Meeting. To do this you may email your request to admin@vcs78.com. Parents must call the office to inform us they are submitting something and then email, fax it in, or drop it off at a school office. The letter should include sufficient details so that the Board can fully understand the issue, including the desire to address the Board (if needed). Please be aware, the Board does not read or reply to letters of a critical nature that are not signed.
2. Barring extenuating circumstances and/or depending upon the nature of the issue, the item may be placed on the agenda. Parents may be given 5-10 minutes to present the issue at an upcoming Regular Meeting. During this time, Board members may ask questions and/or make comments but are not bound to make an immediate decision.
3. During the Executive Session, the Board will discuss the issue and determine what course of action and/or decision needs to be made concerning the issue. Parent(s) will be contacted by letter and/or by phone as to any decision made. Again, an immediate decision may not be forthcoming.

We encourage VCS parents to attend Board meetings and pray together with us for the school. Please call the school office to find out when the next Regular Meeting occurs.
VCS Corporation Membership information and application are available in the school office.
Valley Christian School is a member of the American Christian Schools International.

## 1.11 Statement of Faith

*We believe that the Bible is the Word of God and without error in the original manuscripts, written fully under the inspiration of the Holy Spirit. We believe that the Bible has supreme authority in all matters of faith and conduct. (I Corinthians 2:13; II Timothy 3:16-17; II Peter 1:20-21)*

*We believe that there is one living and true God, eternally existing in three persons who are equal in divine perfection and who execute distinct, but harmonious, offices in the work of creation, providence, and redemption. (Matthew 28:19; John 14:16-31; II Corinthians 13:14)*

*We believe in God, the Father, the infinite personal Spirit, alive, perfect in holiness, wisdom, and power. We believe that He concerns Himself mercifully in the affairs of men. (Psalm 46:1; Psalm 47:7,8) We believe that He hears and answers prayers and that He saves from sin and death all who come to Him through Jesus Christ. (Exodus 20:2,3; Deuteronomy 4:6-8; Psalm 145:17; Isaiah 45:21,22; Jeremiah 10:10; John 1:1,2; 4:23,24; I Corinthians 8:6; 15:4-8; Revelation 20:4-6)*

*We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in Jesus' virgin birth, sinless life, miracles, and teachings. We believe in His Lordship, substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people as High Priest, and His second coming. We believe in the personal, visible return of the Lord Jesus to earth to set up His kingdom. We believe that salvation is found in no other name, that Jesus Christ is the only way to heaven. (Matthew 1:23; Luke 1:35; John 1:1,2; Acts 1:9-11; 4:12; Romans 10:9,10; I Corinthians 15:4-8; I Thessalonians 4:16-17; Hebrews 4:15; 7:25-27; 8:1; 9:24; I Peter 2:24; 3:18-22; Revelation 20:2-6)*

*We believe in the Holy Spirit who came forth from the Father and the Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, that He seals every believer, and that He is an abiding helper, teacher, and guide. (John 3:6 16:7-8; Acts 1:8; Ephesians 4:30)*

*We believe that all men are, by nature and by choice, sinners, but that "God so loved the world that he gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life" (John 3:16). We believe, therefore, that those who accept Christ as Lord and Savior will rejoice forever in God's presence, and those who refuse to accept Christ as Lord and Savior will be forever separated from God. (Genesis 1:27,31; 2:16,17; 3:1-6; Psalm 51:5; Luke 16:22-31; John 1:12; 3:1-7; 3:16-18; 14:2,3; Acts 13:38; Romans 3:19, 23; 5:1; 5:19; II Corinthians 5:1; Ephesians 2:8,9; Revelation 20:15)*

*We believe in a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church consisting of a company of believers in Jesus Christ, baptized on a credible confession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon believers the primary task of giving the Gospel of Jesus Christ to a lost world. (Acts 2:41-42; I Corinthians 1:2; 12:13; Galatians 1:2; Ephesians 1:22,23; I Thessalonians 1:1)*

*We believe that the Lord Jesus Christ has committed two ordinances to the local church, the Lord's Supper, and baptism. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ. (Matthew 26:26-30; 28:19,20; Romans 6:3-5; I Corinthians 11:23-29)*

*We believe that a Christian should live for the glory of God and the well-being of his fellowmen, that a Christian's conduct should be blameless before the world, that he should be a faithful steward of his possessions, and that he should seek for himself and others the full stature of maturity in Christ. We believe that every human being is responsible to God alone in all matters of faith and conduct. (Romans 13:1-7; I Corinthians 4:1, 2; 10:31; Philippians 2:14-16 a; I Peter 2:13,17)*

*We believe that all who are truly born again are kept by God, the Father, for Jesus Christ. (John 10:28,29; Romans 8:35-39; Philippians 1:6; Jude 1)*

### 1.12 Statement on Sanctity of Life and Sexual Purity

We believe that life is a gift from God and is precious. We believe that life begins at conception (Psalm 139:13-16; Isaiah 44:2a; Isaiah 49:5a and each person's days are ordained by God (Psalm 139:16; James 4:13-15; Luke 12:7; Matthew 10:30).

We believe that any sexual activity outside of the marriage bond is sin (Hebrews 13:4). Furthermore, because marriage is a covenantal relationship between one man and one woman, any sexual activity outside of the marriage relationship is defined by the Bible as fornication (Matthew 19:4-5). Fornication is sin. We believe that any form of sexual immorality that deviates from the biblical standard, such as adultery, pornography, homosexual behavior, premarital sex, bisexual conduct, bestiality, any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (1 Corinthians 6:9-10, 13, 18-19; Exodus 20:14, Matthew 15:19; Romans 1:26-27).

# Admissions

## Section 2

### 2.1 Application

All new students must submit a complete admission application packet (as outlined below). After reviewing all student information, an entrance assessment and interview will be scheduled. Final decision for admissions is made by the interview committee based upon school policy and standards as set forth by the school board and published in Valley Christian School's handbook.
VCS believes that young people should have an opportunity to benefit from a Christian education, but, at present, the school cannot accommodate the needs of students who a) have very low academic performance (as documented by past school records and/or as seen in evaluation by VCS staff), b) have severe emotional or behavioral problems or c) have a physical handicap which would impair the learning process. See also: Learning Disabilities.

Valley Christian School's biblical role is to work in harmony with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality as biblically defined, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

**Application Process**
The Admission Application Packet requirements include:

- Student Admissions Application;
- Prior school records (applicants grades 1-12)*;
- A letter of recommendation from a Pastor, Sunday School teacher, Christian camp counselor, or former teacher (applicants grades K-12);
- Student Questionnaire (applicants grades 6-12)
- Parent Financial Agreement form;
- Non-refundable $25 application fee.

*Students transferring from an accredited or non-accredited institution must provide a (1) recent report card, (2) national norm test score from the current or previous school year, as well as (3) scope and sequence and objectives covered by each course for credit transfer in Language Arts and Math.
VCS believes that providing a solid foundation in the areas of Language Arts and Math are key to future success, and it is in each student's best interest to fill in any gaps in these two areas before moving ahead. If the above requirements cannot be provided to demonstrate mastery, or in the case of low scores on report card (less than a C) or low standardized test scores (below 55%), we reserve the right to test the student using DIBELS assessment to determine the best placement. Valley Christian School reserves the right to check with previous schools as well as search online and on social media to investigate previous background.

The application process consists of:
Step 1: Submission of a properly completed and signed Admission Application packet and the admission fee, due when the packet is turned in.
Step 2: Applicants will receive a confirmation via email of receipt of a complete application.
Step 3: A parent and student interview (with a committee consisting of the administrator, a teacher, and a board member), and student testing (if deemed necessary) will be scheduled. The student may attend the interview or be interviewed separately.

The interview is intended to assure that:
- At least one parent expresses a clear testimony of Christian faith;
- The parents desire a Christian education for their child;
-The family beliefs are consistent with the VCS Statement of Faith and the philosophy of the school;
-The child expresses a desire to attend VCS and agrees to live in harmony with school standards and policies.

Step 4: Admissions decisions will be made as promptly as possible.
The application process during the school year is the same process as stated above. The application process for home school students is the same.

**Admission Classification**
The interview committee will consult and then classify admission applicants into two categories:

**Probationary admission:** all applicants who have successfully completed the interview process will be admitted under our probationary policy.
New students will be subject to a two-week diagnostic and probationary period. If there is a concern, the teacher will meet with the administrator first. The decision will be made if the student is to be continued on a probationary period for the first nine weeks. Parents will be notified in writing. Or a meeting may be scheduled with the parents to discuss continued probation, mandatory tutoring, or dismissal from VCS due to deficient academic performance or serious emotional or behavioral problems that are too severe for VCS to meet the needs of the student.

**Denial of Admission:** Admission will be denied by the interview committee if the applicant is deficient in one or more of the specified areas stated above and correction appears unlikely. Denial of admission does not prohibit a student from applying the next year if deficient areas are corrected. Upon completion of the designated steps, parents are notified by letter as to whether their child has been admitted or not admitted to VCS.

**Completing Admission**
Upon notification of a positive admission decision, the VCS enrollment packet and attendant fees must then be submitted.
Enrollment fees are due on submittal of packet and are only refunded if the family moves out of the area before the first day of school.
Students who have been admitted into the school must have their file complete, including birth certificate and immunization record, and accounts current to begin school on the first day.

**Classroom Waiting List**
Once a targeted number of students have been enrolled for a class, a waiting list will be documented in the office and parents will be notified in order of declared interest for any open spots.

**Re-registration**
*The first two weeks of the re-registration period* before Open Admissions is reserved for current families. During this time, current students should complete the re-registration form and return it to the office with the registration fee.

- The re-registration fee will not be invoiced. Payment is due at the time of re-registration.

## 2.2 Statement of Nondiscrimination

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

## 2.3 Grade Placement

A child must be at least three years old and toilet-trained to enroll in the Busy Bees Preschool class, four years old on or before August 1 of the current school year to enroll in the Curious Cubs Prekindergarten class, and five years old on or before August 1 of the current school year to enroll in Kindergarten. All other grade placements are dependent upon previous school transcripts and records, and/or in consultation with the parents/guardians, teacher, and administrator.

## 2.4 Kindergarten Readiness

Valley Christian School Board directs the school administrator and kindergarten teacher to establish a process to approve or deny requests for students who wish to enter kindergarten and turn five years of age between August 2nd and September 15th.

The parent or guardian of a student whose birthdate falls on or between August 2nd and September 15th can request the building principal and kindergarten teacher to conduct the kindergarten readiness assessment to determine eligibility for kindergarten. Based on the pupil's kindergarten readiness assessment score, and involvement in preschool and prekindergarten the building principal and kindergarten teacher will determine whether the pupil is sufficiently mature to be admitted to the applicable grade. This process will be

shared with parents or guardians of potential students after the principal and kindergarten teacher have met and evaluated the pupil's readiness assessment score and prayed for God's guidance on what is best for the potential student.

### 2.5 Required Documents

All students are required to have on file at the school by the first day of school:

1. A current official immunization report from the State of Wyoming or Exemption form.
2. A state certified birth certificate. (A hospital certificate is not acceptable)

If not received within thirty days after the first day of school, the student may not return to school until Valley Christian School has an official immunization record on file. See Wyoming State Statute 21-4-309 for information on immunization exemptions, otherwise immunizations must be updated by 30 days after the child turns age 7 and 30 days after the child turns age 13.

### 2.6 Emergency Forms

An Emergency Form should be on file in the school office ***before*** the first day of school. Please carefully fill out this form. Every effort will be made to follow your wishes in the case of an emergency. ***Please make sure you contact the office if any information changes.*** It is vitally important that this form be current and correct.

### 2.7 Learning Disabilities

Since we are a small school with self-contained classrooms, we are not able to offer special programs for the learning disabled. We are, however, willing to work with different disabilities depending on the extent of the disability. Learning disabilities would include, but are not limited to, students identified with attention deficit disorder (ADD) or attention deficit hyperactivity disorder (ADHD). Speech will be offered, but all parents interested in their child receiving speech therapy must initiate the process by visiting with the Central Administration of Goshen County School District #1.

### 2.8 Cooperation

Registration in Valley Christian School acknowledges the willingness of both students and their parents/guardians to abide by the policies of Valley Christian School. If cooperation cannot be maintained and cooperation agreement form is not signed then students may forfeit the right to attend VCS.

# Academics

## Section 3

### 3.1 Curriculum

Great care has been taken in choosing a curriculum that is founded on a Biblical worldview and that uses Christian publishers as much as possible. We feel we offer a curriculum that is designed to give students an excellent academic education while maintaining sound Christian doctrine, Biblical worldview, and principles. The Bible is the authority that is recognized as Truth. Valley Christian School uses a combination of BJU Press, Abeka, Zaner Blouser, DeepRoots, and Purposeful Design.

Preschool, Prekindergarten, and Kindergarten are the years when important readiness skills are taught. Kindergartners continue to broaden readiness skills and learn to read. Beginning in first grade, academic studies in the areas of phonics, reading, language, writing, spelling, math, science, and social studies are stressed. Bible, character training, music, PE, art, and computer skills are taught in all grades. Other courses may be added at the discretion of the administration.

Middle School and Highschool curriculum use BJU Press for all academic courses. BJUPress implements a Biblical worldview, academic rigor, and critical thinking skills.

### 3.2 Homework

Homework, when given, is expected to be completed and returned on time. Check with the teacher if your child seems to have an excessive amount of homework. Possibly the student is not completing his/her daily work in the classroom. Homework will not be given on Wednesdays as Wednesdays are designated for youth group activities, we encourage our students to get involved. As students progress through the grades, homework may increase.

### 3.3 Report Cards / Progress Reports

Preschool & prekindergarten progress reports given out by the teachers at the start of each new quarter. Elementary and Middle School report cards will be given to parents/guardians at Parent-Teacher Conferences after the conclusion of the first quarter. 2nd-4th quarters teachers will hand out at the end of the concluding quarter and schedule conferences on an as needed basis.

## Kindergarten & 1st Grading System

**E** - Excellent **S** - Satisfactory **N** - Needs Improvement

## 2nd Grade-Middle School Grading Scale

**A** - 90-100% **B** - 89-80% **C** - 79-70% **D** - 69-60% **F** - 59% & below

**E** - Excellent **S** - Satisfactory **N** - Needs Improvement **PA** - Pass **FA** – Fail

## 3.4 Late Assignments

Students will receive a "0" if the assignment is not turned in within three days. Late assignments will be reduced per day or if on a block schedule per class period. 10% if one day late or one class period, 20% if two days late or two class periods, 30% if three days late or three class periods. Any assignment more than three days late will receive a zero. Students may receive extra credit; however the extra credit may not raise the student's grade more than one letter grade.

## 3.5 Eligibility for Extra Curricular Activities

A student must maintain a positive Christian testimony, including not being restricted by disciplinary guidelines, and maintain passing grades of "Cs" in all subjects to participate in sports or extracurricular activities. If a student is not passing with at least "Cs" in all subjects each week a phone call will be made to the building principal letting them know the student is ineligible for the week. Each week the student is ineligible means they cannot participate in the game or activity for the week. An eligibility report will be run each Monday by 10:00 am by the administrator.

## 3.6 Eligibility for School Programs

All students must be present the day of the school to participate in the programs during the evening, including extracurriculars such as drama or sports games/practices.

## 3.7 Parent-Teacher Conferences

Parent-teacher conferences are scheduled with parents/guardians at the end of each quarter. Parents/guardians and/or teachers may request additional conferences throughout the year.

## 3.8 Promotion

Upon satisfactory completion of a grade, a student will be promoted to the next grade level. Occasionally it is in the best interest of the student to repeat a grade. This is not considered to be a failure and will be handled with great care with the other students. If the teacher recommends repeating a grade, the administrator is consulted and then a conference with the parents/guardians is called. Excessive "unexcused" absences will affect a student's promotion or retention. *(See Absentee Policy)*

## 3.9 Parental Involvement

Nothing can take the place of parental interest in your own child/children. Be sure to talk to them about their day at school, listen to them read, encourage them to complete their homework on time, attend their school programs, volunteer in the classroom, and become involved in their education!

## 3.10 Sports Policy (Grade 6)

The Wyoming High School Activities Association allows for combination school agreements.

3.1.31 – A member school or affiliate member school can combine with another member school only for those activities not sponsored by one of the member schools.
3.1.32 – The principal from the visiting school shall complete the portions of the Combination School Agreement form that pertains directly to his/her high school. The host school principal shall complete the remaining portions of the Combination School Agreement and return it to the WHSAA office.

The Combination School Agreement form is to be submitted to the WHSAA office before the first date of the competition of the season in which the team competes as a combined team.
VCS can sign a Combination Agreement with any of the Goshen County School District schools per sport.

1) If there is only one student wanting to compete in a sport, then the student's family may choose the school they would like to participate with as a host school.

2) If there is more than one student wanting to compete in a specific sport, then the families need to come together and decide the school the students will be participating with as a host school. If the families cannot come to an agreement, then the Valley Christian School Board will decide on the host school that all the students will participate with per sport.

When Middle School/High School students check out at the end of the school year, students are required to indicate on the check-out sheet if they plan to play sports and which sport they plan to participate in.

## 3.11 Other Extracurricular Activities (Grade 6)

Students in 6th grade may participate in the public school's band or choir classes, and/or the middle school musical. If your student has an interest, a parent/guardian needs to reach out to the superintendent and/or principal at Torrington Middle School to initiate the enrollment of your children in the courses. It is the parent's responsibility to transport their child(ren) to and from Torrington Middle School at the scheduled times.

# Policies

## Section 4

## 4.1 Attendance

Regular school attendance is imperative if a student is to be successful in school. Please make every effort to have your child/children in school. Understandable exceptions would include student illness, family bereavement, or emergency situations.
Promptness is also very important. If your child is tardy, he/she is missing something at school. Being late to class hinders the student's learning and interrupts others. Out of respect for everyone involved, please make sure your child is at school on time.
If you plan to pick up your child(ren) early from school you need to call the office **30 minutes ahead of pick up**, so the teachers can be notified before the child leaves their classroom.

## 4.2 Authorized Pick Up

Every student must have on file a list of Authorized Pick-Up people. Parents/Guardians must inform the office when there is a change to this list. Additionally, even if someone is on the list, if they are not a regular pick-up person, parents/guardians must communicate this to the office. Persons listed as able to pick up a child or emergency contacts who are unknown to staff, need to provide ID prior to release of a child. Our primary purpose is the safety of your child. Thank you for your cooperation in this matter.

## 4.3 Absentee

**Rationale**

Valley Christian School recognizes the importance of regular attendance of students. This policy aims to ensure the best possible student attendance to follow up procedures for student absence. It has been established through extensive research that few factors within students' and families' control are more closely associated with academic success than school attendance. Students need to be in the classroom to benefit from the teacher's guidance and from interaction and exchange of ideas with peers.
Excessive absences affect the culture of the classroom, where the teacher seeks to build a community of learners. A student's excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades.

**Aims**

This attendance policy is designed to foster a culture of learning at VCS
This policy: Establishes firm expectations that on-time school and class attendance are important in sustaining the learning environment and in meeting individual learning needs. Provides significant flexibility to accommodate legitimate absence or lateness with a minimum of administrative procedure. Assures the timely flow of information from parents to school and from school to parents about attendance at school so that both can work to improve a situation before a student's education suffers. Clearly defines the responsibilities of students, educators, and parents regarding absences, and tardies.

**The Responsibilities of the School include:**

Sharing and implementing a school policy on attendance and punctuality which stresses that attendance for all students is mandatory on all the days the school is open.

**The Responsibilities of the Parent include:**

Reading, ratifying and implementing the school's policy on attendance and punctuality.
Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day. Understanding and upholding the school's policy which states that continued tardiness and absenteeism will result in the student's academic success being affected. Any student coming to class after 8:16am will be considered tardy. Recognizing that there are legitimate and unavoidable reasons for absences, parents/guardians are asked to call in to the school and give a reason for the absence. Please call the VCS office at 307 532-3133, before 8:15 on the day the student will be absent. If the school does not receive a call, the absence will not be excused, and the students' make-up work will only be recorded at 50% of their grade.
It is the shared responsibility of the student and the parent/guardian to ensure that all make-up work for any day a student is absent is completed at home and returned within 2 days of the absence. It is the teacher's responsibility to make sure the

assignments are clear but not the teachers' responsibility to make sure they are completed.

**Tardiness**
Any student arriving at VCS after 8:16am on a school day will be considered tardy. If a student should be tardy 5 times in one semester it will be counted as an absence for the semester and come under the guidelines of an absence.

**Excused Absence**
An absence due to illness, doctor's appointment, and serious illness or death of a family member. The number of days absent plus one for every consecutive day missed will make up the grace period. For every day the assignments are turned in after this grace period, 10% will be reduced from the grade. The first five absences in a semester will only require a phone call to be excused. However, any absence after five will require a call and a doctor's note upon the return of the student to be allowed full credit for the make-up work.

**Explained Absence**
An explained absence is when a parent/guardian takes the student out of school with the principal's prior knowledge and approval from a conference and written note from the parent. The student will be required to obtain assignments for classes to be missed and an assignment form completed before leaving the school. The assignments will be due on the day the student returns to school. Failure to follow this policy will result in the absence being recorded as an unexcused absence. This policy includes absences due to extracurricular activities such as the combination school sports agreement, middle or high school theater, or music/band. Parents of students involved in these extracurricular activities must make sure they are working with the front office to ensure these absences are correctly recorded.

**Unexcused Absence**
An absence in which the student is out of school that does not qualify as excused or explained. Every absence after the first 5 in a semester will be considered unexcused unless the requirements of a call and a doctor's note are received by the school on the day of the student's return. The student who receives an unexcused absence is still required to make up that day's work but will only receive 50% credit.

**Excessive Absences**
A letter will be sent from the VCS office to the parents if their child has 5 total explained or excused absences in a semester. This letter is meant to serve as a warning that attendance may be becoming an issue. If a student has 10 total explained or excused absences in a semester a letter will be sent to parents/guardian that there is an attendance issue that needs to be corrected, along with potential consequences. Any student having more than 20 total explained or excused absences for the entirety of the school year will be retained in the current grade level regardless of academic performance. It is at the administrator's discretion to make exceptions for extenuating circumstances. Extenuating circumstances may include hospitalization, long-term illness, the death of an immediate family member, etc.

**Truant Policy**
VCS defines truancy as missing school, for a partial or full day, without the knowledge and consent of parents and staff. The principal of the school, or his/her designee, will serve as the designated attendance officer for the school. The attendance officer shall monitor the attendance of all students. It shall be the duty of the attendance officer to counsel with students, parents/guardians, and teachers, and to investigate the causes of unexcused absences. The attendance officer will follow the policy outlined below.

1. First/Second Act of Truancy: Parents will be notified as soon as possible, and disciplinary action will be required.
2. Third/Fourth Act of Truancy: Parents will be notified as soon as possible to set up a parent conference. Students will be suspended from school for 1-3 days without the opportunity to make up missed schoolwork, tests, or quizzes.
3. Fifth Act of Truancy: Parents will be notified to set up a parent conference to determine future enrollment of the student with the possibility of expulsion.

If the attendance officer reasonably believes that the unexcused absences were due to habitual truancy or neglect as defined in W.S. 14-3-202(a)(vii), the attendance officer shall notify the VCS School Board and the district attorney, who may initiate proceedings in the interest of the child under the Child Protection Act, W.S. 14-3-401 or the Children in Need of Supervision Act, W.S. 14-6-401, as appropriate.
A "habitual truant" means any child who disobeys reasonable and lawful demands of the child's parent, guardian, custodian, or other proper authority to attend school if required under state law.
"Willful absenteeism" means exceeding the limit of unexcused absences as defined in VCS policy by the VCS school board when the excess absences are the result of a parent's, guardian's, or custodian's willful failure, neglect, or refusal to require a child's regular attendance at school.

## 4.4 Visitation

It is a matter of courtesy to arrange for visitation ahead of time unless an emergency occurs. ***All*** visitors ***must*** check into the office before going to the classroom. When a visitor signs in, he/she will receive a visitor badge which they must wear at all times when on VCS property. Please sign out and return this badge at the end of the visit. All visitors to the school are expected to abide by the rules of Valley Christian School while on campus.

Occasionally a student wishes to bring another child to school for a visit. In most cases, this is discouraged. If a parent/guardian feels there is good reason for the visitor to come, then the parent/guardian must consult with the teacher and/or principal ahead of the visit. Parents who volunteer to help in the classroom either on a regular basis or from time-to-time still need to report to the office and sign in. Parent volunteers in the early education classrooms must have finger-printing and background check in place beforehand.

## 4.5 School Spirit Days

All students are encouraged to wear a VCS shirt on school field trips and on School Spirit Days. The school logo may be put on t-shirts and other apparel through Heartland Embroidery on Main Street. The main school color is royal blue.

## 4.6 Student Dress Policy

### Elementary School (Grades Kindergarten-6th) Dress Standards

Shoes:

- Hard-soled shoes, sneakers and sandals that strap to the feet are acceptable.
- High-heeled shoes and platform shoes are **NOT** allowed.
- In all grades slides and flip flops are **NOT** allowed

Pants, Short, and Skirts:

- Approved clothing is in good shape without holes, tears, frays. Ripped or torn jeans are not appropriate.
- Joggers are okay as long as they are appropriately fitting. Joggers that are basically as tight-fitting as leggings will need to have a shirt that covers the rear end and encircles the front.
- Yoga pants, jeggings, and leggings are appropriate only when worn with tops that cover the rear-end and encircle the front and back.
- Bermuda shorts or long basketball shorts are acceptable as long as undergarments are not exposed or visible through or under clothing.
- Skirts are appropriate if the student is standing tall with arms resting at their sides, they are the width of a standard credit card (3.5 inches) from the top of the knee or longer.

Shirts:

- Shirts should cover the torso and not be low cut or cropped. When a student's arms are lifted above their head, the shirt must still cover their midriff.
- Tube tops, crop tops, halter-tops, tops with spaghetti straps and tops that hang off the shoulders are not appropriate.
- Sleeveless t-shirts are okay, NO tank tops, razer back tops or tank tops with enlarged arm holes.

Accessories and General Standards:

- Sleepwear, pajamas, blankets, and house slippers are not appropriate.
- Only positive logos, brands, designs, and messages on clothing are permitted – they must be aligned with VCS's culture.
- Hats are not permitted indoors; hoods may not be worn covering the head or face.
- Students may wear hats outdoors.
- Girls should not wear any make-up.
- No body piercing is allowed with the exception of pierced ears or small nose studs for females, or stud earrings only for males. Gauges are not permitted. Hoop-style rings may only be worn in ears.

Hairstyles:

- Boys' and girls' hair must be of a modest style, well-kept and neatly groomed.
- Hair should not be so long that it causes a distraction to the learning process, such as covering eyes or purposely hiding the face.

The school administration reserves the right to require a student to change their outfit, hair style or hair color, or groom facial hair at any time.

NOTE: The school does periodically allow "spirit" days, special dress-up days, fun days, etc.
Specific parameters for such days will be communicated prior to the actual day.

# Preschool-6th Grade Dress Code

## Acceptable Tops

- Shirts should cover the torso and not be low cut or cropped. When the student's arms are lifted above their head, the shirt must still cover the midriff.
- Only positive logos, brands, designs, and messages on clothing are permitted, they must be aligned with VCS's culture.

## Acceptable Bottoms

- Joggers are okay as long as they are appropriately fitting. Joggers that are as tight fitting as leggings will need to have a shirt that covers the rear end and encircles the front.
- Yoga pants, Leggings and jeggings are appropriate only when worn with tops that cover the rear-end and encircle the front and back
- Bermuda shorts or long basketball shorts. Undergarments may not be exposed or visible through under clothing.
- Skirts are appropriate if they are 3.5inches above the knee.

## Acceptable Shoes

- Hard-soled shoes, sneakers and sandals that strap to the feet are acceptable.

# Preschool-6th Grade Dress Code

## Unacceptable Tops

- Parents will be notified of the dress code violation and the parents will be asked to bring their child a change of clothes.
- Tupe Tops, crop tops, halter-tops, tops with spaghetti straps and tops that hang off the shoulder, and razer backs  are not appropriate.

## Unacceptable Bottoms

- Sleepwear, pajamas, are not appropriate.
- Jeans with holes larger than a dollar bill are not appropriate.

## Unacceptable Shoes

- Filp Flops, beach or pool shoes, and house slippers are not acceptable for school.

## 4.7 Internet Usage

Elementary students will, at times, need to access the internet to fulfill classroom assignments; access will only be allowed under the supervision of a teacher. Students are expected to abide by the **Classroom Internet Safety Policy,** failure to do so will result in disciplinary action. Before any student accesses the internet, a copy of the **Classroom Internet Safety Policy** will be sent home for them to review with their parents/guardians. After reviewing, *student* and *parent/guardian* must sign and date the **Classroom Internet Safety Policy Agreement** before internet access is granted.

## 4.8 Standards of Conduct

The standards of conduct at Valley Christian School fall into two basic categories. Some rules are simply necessary for the efficient and safe operation of the school *(I Corinthians 14:40)*. Other rules, in keeping with the school's educational objectives, promote the development of Christ-like thinking and behavior in the student (*Ephesians 4:22-24, Colossians 3:10).* Children are responsible to God for their words and their actions. *"Even a child is known by his actions, by whether his conduct is pure and right" (Proverbs 20:11 NIV).* We aim to direct the student's attitudes and behavior toward pleasing God and glorifying the name of Jesus Christ.

### Student Code of Conduct

- Students are expected to always respond with respect when speaking with adults.
- Students must get permission to leave their seat once class has begun.
- Students must be respectful of others and the property of others, as well as the authority of the individual teachers and administrator.
- Students are not to be rowdy, run, or yell, etc., in the building.
- Hand holding will not be permitted on school property.
- Students are expected to enter classrooms on time and in an orderly fashion, to listen during classes and to raise their hands if they desire to speak.
- Students are not to throw snowballs on school property.
- Students are not allowed to chew gum at school, except in specific cases.
- Students are not allowed to have any weapon or imitation weapons on the school grounds.
- The use of proper language is always expected.
- Students are to proceed from one class directly to another with no stops in between.
- Students are to remain on the school grounds in the designated places unless granted special permission to do otherwise. Each student is to be in class on time unless otherwise authorized and shall not leave classes without permission. Students not waiting for transportation should leave shortly after school unless staying for supervised study.
- Students are to quiet themselves in classes or chapel.

## 4.9 Encouraging Christ-like Behavior

One of the privileges we have at Valley Christian School is the ability to freely teach Christ-like behavior. This is done throughout each day in all areas, both in and out of the classroom. Ephesians 4:32, for example, teaches us to be "*kind to one another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you."* Another example of Christ-like behavior is respecting people and property *(Hebrews 13:17; I Peter 2:17)*.

Students must conduct themselves in a manner becoming of a Christian. In order to teach this type of behavior, we recognize that we also have a responsibility to discourage certain behaviors such as lying *(Ephesians 4:25)*, stealing *(Ephesians 4:28)*, inappropriate language (*Ephesians 4:29)*, complaining, and bad attitudes *(Ephesians 4:31).*

## 4.10 Bullying

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

Immature Behavior:

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

Such behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.

Unkind Behavior:

- Intent is to be unkind
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent

- Behavior duration is short

Such behavior may be addressed by the classroom teacher or school administration. Consequences for this type of behavior will require restitution and some type of discipline. In addition, a parent conference will take place.

Bullying Behavior:
Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (physically or emotionally)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

Such behavior will be determined and addressed by the classroom teacher and school administration. Consequences for this type of behavior will require a parent conference, minimum of one-day suspension and possible expulsion.

## 4.11 Cyberbullying

Cyberbullying is defined as mistreating peers through the use of technology or any electronic device. Typically, these devices are, but not limited to, computers, cellular phones, and text messaging devices and displayed as, but not limited to, writing, images, sounds that are defamatory, violent, abusive, profane, and/or sexually oriented. Cyberbullying is to be reported to Administration immediately.

## 4.12 Sexual Harassment

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as Amended, 42 U.S. C Section 2000 e, et seq. and the Wyoming Fair Employment Practices Act of 1965; and Art. 1, §10 of the Wyoming Constitution.

It is the policy of Valley Christian School to create a learning and working environment that is free from sexual harassment and, therefore, VCS prohibits any form of sexual harassment. Valley Christian will act to investigate all complaints of sexual harassment and to discipline any person who sexually harasses another person of Valley Christian School.

For the purposes of this policy, sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment may include repeated offensive sexual flirtations, advances or propositions, or other verbal harassment, including derogatory comments or slurs, physical harassment, physical interference with movement, or work or visual harassment such as derogatory cartoons, drawings or posters.

## 4.13 Discipline

To be most effective, the school and home must work together. Scripture tells us that children are to be loved and respected and their limitations clearly recognized. Children should learn to respect the Lord, parents/guardians, other adults, and one another. Jesus said, *"Permit the children to come to Me, do not hinder them, for the Kingdom of God belongs to such as these." (Mark 10:14).* Valley Christian School is not a corrective institution. We ask that you not enroll your child merely with the idea that we will reform him or her.
Valley Christian School wants your child to be able to follow the expectations and to be happy and contented here. We try to prevent situations from happening by being observant of what is going on, re-directing inappropriate behavior, setting limits and expectations, being role models, recognizing successes, and by teaching responsibility. In most circumstances the teacher or aide on duty will deal immediately with any wrong behavior. In some situations, we may need to use further discipline and/or contact you. When a child's attitude is not in accord with school policies or principles, the child may be placed on probation and parents/guardians may be called in for a conference in an effort to correct the problem. Discipline forms will be sent home in homework folders as a form of communication, these forms will need to be signed and returned to the child's teacher. If a further conference is needed a teacher will set that up between the parents.

| VCS ELEMENTARY SCHOOL DISCIPLINE LADDER |
| --- |
| **LEVEL I – REPEATED OFFENSES (WRITE UP SENT HOME IN HOMEWORK FOLDER, PARENT SIGNS, AND RETURNS IT TO SCHOOL)**<br>The following is not an exhaustive list. These behaviors are those that interfere with an individual's learning process and are to be handled within the classroom. |
| *Minor Classroom Disruptions<br>*Minor Violations of Classroom Rules<br>*Misbehavior in Restroom, Hallways, and/or Cafeteria |

| |
|---|
| *Missing Homework/Incomplete Homework/Not Prepared for Class<br>*Dress Code Violations<br>*Rough Play on Playground or During P.E. Causing Unintentional Injury<br>*Verbal Arguments with Other Students/Staff<br>*Off-Task Behaviors<br>*Work Refusal |
| **LEVEL 1 CONSEQUENCES**<br>*Lunch Detention (Limit 3)<br>*Parent Contact |
| **LEVEL 2 – (BEHAVIOR WRITE UP SENT HOME IN HOMEWORK FOLDER, PARENT SIGNS, AND RETURNS IT TO SCHOOL)**<br>The following is not an exhaustive list. These behaviors are those that interfere with the learning of other students. |
| *Use of Profanity or Inappropriate Gestures<br>*Verbal or Written Aggression Towards a Student or Staff Member<br>*Cheating/Lying<br>*Rough Play on Playground or during P.E. Causing Intentional Injury<br>*Physical Aggression Without Causing Serious Injury<br>*Extreme Non-Compliance<br>*Persistent Misbehavior in the Classroom (prohibiting instruction)<br>*Persistent Misbehavior in the Restrooms, Hallways, and/or Cafeteria<br>*Excessive Tardies (4 or More)<br>*Property Damage |
| **LEVEL 2 – CONSEQUENCES**<br>*After School Detention (Limit 3)<br>*Parent Conference<br>*Out of School Suspension (1 day) |
| **LEVEL 3 – REMOVAL FROM CLASSROOM/DISCIPLINE TEAM COMMITTEE REFERRAL**<br>The following list is not an exhaustive list. A student creating a hostile environment for a student/staff member or his/herself must be removed from the classroom to the office. |
| **Chronic is defined as 3 or more documented write ups** |
| *Physical Aggression Causing Serious Injury<br>*Chronic Classroom Disruptions and/or Violations of Classroom Rules<br>*Chronic Cheating/Lying<br>*Chronic Dress Code Violations<br>*Chronic Misbehavior in the Restroom, Hallways, and/or Cafeteria<br>*Chronic Use of Profanity/Inappropriate Gestures<br>*Chronic Stealing<br>*Extreme Property Damage<br>*Bullying/Sexual Harassment<br>*Chronic Tardies (7 or more)<br>*False Fire Alarm |
| **LEVEL 3 CONSEQUENCES**<br>*Discipline Team Meeting<br>*Expulsion |
| **Behavior consequences are per quarter. If a student reaches a level 2 "Out of School Suspension", the student and parent will be required to meet with the Discipline Team and a discipline probation contract will be written up and signed by all parties.** |

## 4.14 Disciplinary Action

The following is a list of things that will subject a student to receive discipline:

- Copying of homework*
- Cheating/plagiarism**
- Forging a parent's signature
- Lying
- Stealing
- Disrespect
- Bad language
- Fighting, violence, verbal/physical abuse
- Defacing/destroying property
- Abuse of the school computer system
- Chronic or repeated misbehavior
- Repeated detentions (two or more)
- Repeated Dress code violations

*Copying of homework or on a test/quiz is cheating. The first incident will cause the student to receive a zero on the homework and his/her parents will be notified by written note. This must be signed and returned and will then be put in the student's file. A second incident will cause application of the discipline system.
**Plagiarism is defined as the appropriate of the words of another source (other than the student) and representing them as one's original work. The degree of plagiarism can vary from simple overuse of sources without proper citation to word for word copying of an entire document. If a student has plagiarized intentionally, that will be cause for suspension. AI-written papers will not be accepted and the intentional plagiarism consequences will apply.
***Forgery of a parent's signature will also require a note to the parents which will be signed and returned to the student's file. A second incident will incur the school discipline policy.

## 4.15 Suspension/Expulsion Policy

At Valley Christian School we strive to make every child's experience positive and nurturing however sometimes behavioral issues may arise that create a difficult learning environment for children. If we find your child is continually exhibiting inappropriate and disruptive behaviors, we will share our concerns as well as our intervention methods with you through written documentation and a phone call and/or conference. Every effort will be made to connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension.

The following guidelines will not include any discipline that is in violation of the child abuse and neglect statute. This includes excessive or unreasonable physical discipline and the commission or allowing the commission of a sexual offense against a child, as defined by law. These guidelines are as follows:

- Students shall be disciplined with kindness and understanding.
- Discipline shall not be associated with food, rest, or toilet training.
- Measures that unduly frighten or demean a student shall not be allowed.
- Prohibited physical discipline includes shaking, spanking, hitting, pinching, slapping, twisting, jerking, kicking, or pulling hair.
- Students shall not be subjected to verbal remarks that belittle or ridicule them or their families.
- Only adult staff with direct or supervisory responsibility shall discipline students.
- Students shall not act as staff, be employed as staff, or be allowed authority over other students.

## 4.16 Presence of Weapons

There are to be no firearms present at Valley Christian School unless carried by an officer of the law. No weapons of any kind shall be stored in the facility or on the premises. No explosives of any kind are allowed on the premises.

## 4.17 Emergency & Evacuation Procedures

In the event of an emergency or evacuation at Valley Christian School, the following emergency procedures will be followed:

- VCS Principal or Office Manager will notify the local police department of the emergency.
- Once an emergency or scene is under control the VCS Principal or Office Manager teacher will notify parents by phone or text, via the contact numbers on file, of the emergency situation.
- In the event of an emergency, parents can call VCS. If there is no answer, parents should call the local police department, 532-7001 or 911.
- If the emergency situation requires evacuation of the premises, faculty & staff will escort students to a primary emergency location, and/or if needed, a secondary emergency location.
  a) Primary location: 2102, East E Street, First Congregational Church

b) Secondary location: 436 East 22nd Ave, The Lincoln Center

- When the scene has been declared safe by the appropriate authorities, faculty & staff will escort students back to the school.
- If law enforcement or other appropriate authority believes the scene to be unsafe for more than an hour, the VCS Principal or Office Manager will direct appropriate personnel to call parents to come pick up their child/children.
- Students will only be released to people listed on their personal Emergency Contact form. If someone other than the parent comes to pick up a child, the person MUST be listed on the Emergency Contact form and MUST provide a form of photo identification before the child will be released.
- If the building is damaged, the building will remain closed until repaired. Communication will be ongoing with parents through our Procare notifications.

## 4.18 School Cancellation

Occasionally school must be canceled at the last minute because of weather or some other emergency. Should this happen, the school closure will be announced through Procare **and Facebook as early as possible**. Please make sure to respond to the Remind invite and if you have not received one, please reach out to the office. If at any point you are wondering about the cancellation of school, please reach out to Mrs. Woehlecke. It is impossible to call each individual family.

## 4.19 Valley Christian Video Surveillance Policy

The School Board authorizes the use of video surveillance equipment on school district property to ensure the health, welfare, and safety of all staff, students and visitors to school property and to deter inappropriate behavior. Cameras will also be utilized to safeguard school facilities and equipment, as well as equipment owned by staff or students. In dealing with the surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy.

**Use:**
Video surveillance cameras may be used to monitor and/or record in locations authorized by the school principal or the board. Public notification signs must be prominently displayed, indicating the use of video surveillance.

**Camera Placement:**
The security camera system will be installed in public areas only. These areas include school grounds, classrooms, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as hallways, cafeteria, lobby and main entries. Restrooms and private offices are excluded from surveillance camera use. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

**Security:**
Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the VCS Principal, the School Board Chairman or designated school board member. Only these school officials shall handle the camera or copies of video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct.

**Viewing of Video Recording:**
Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school administrators, school officials, or school staff members with a direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operations of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue, but the viewing may be approved only if it does not violate the privacy of other students. The written request must be submitted to the VCS Principal who will then decide, on a case-by-case basis, whether the video may be viewed. Upon approval of parents request to view video recordings, they may only view the video in the presence of the VCS Principal and may not make any recordings of the video. If one video is an education record of multiple students and cannot be redacted, the parents of all the students involved may view the video.

**Retention of Video Recordings:**
If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have expired.

Video recordings shall be maintained for approximately 30 days and then erased unless they are retained as indicated in the preceding paragraph or at the request of the VCS principal.

## 4.20 Field Trips

On occasion we will need drivers or additional supervision when taking field trips. *All parents/guardians who drive for field trips must have on file in the office a valid copy of their driver's license, proof of automobile insurance, and sign a Driver History & Privacy Disclosure Release.*

All Students are expected to go on the field trip and required to ride the bus to the field trip. Parents may sign them out before the return home.

## 4.21 Written Invitations, Valentines, etc.

Appropriate things such as party invitations and valentines may be brought to school to be passed out to the entire class, but not to just part of the class. This is to respect the feelings of all students in the class. To minimize classroom disruption, any flowers or balloons sent to students will be kept in the office until the end of the day.

## 4.22 Holidays

Out of respect for differing parental and staff beliefs, Valley Christian School does not celebrate Halloween, St. Patrick's Day, the Easter Bunny, or Santa Claus. We appreciate your cooperation in this matter.

## 4.23 Note Writing Among Students

Unsupervised note writing among students is not permitted. Too often these notes are hurtful to one of the parties involved.

## 4.24 Phone Usage

Please discuss the day's routine with your child/children before coming to school. Students should know what they are to do for lunch each day and what they are to do at the end of school. Students should not need to call home to see if they can go to a friend's house after school or ask you to bring a library book. The phone is for their emergency use only.

If your plans change and you need to leave a message for your child/children, please call as early as possible. It is very difficult to ensure students get messages if the messages are not received until the end of school.

## 4.25 Personal Technologies (cell phones, IWatches, Fit Bits, Watches, etc.)

If a student must bring any personal technologies to school, he/she will be expected to abide by the following:

- All personal technologies must stay in the backpack, or left in the office with secretary, or left at home.
- All personal technologies be turned off during school hours.
- All personal technologies may only be used on campus before and/or after regular school hours with a teacher's permission.
- Ear buds and headphones may be used during the day only for academic purposes.
- Privilege to have personal technologies in a student's possession will be revoked if these guidelines are not honored.

## 4.26 Controversial Subjects

Valley Christian School recognizes that not all who attend the school will hold to every tenant listed and may consider them divisive. (Examples: partisan politics, the role of baptism in salvation, etc.) If, in the course of teaching a class, a teacher sees that a subject has arisen which he/she has good reason to believe is controversial, then the teacher will refer the student to his/her parents/guardians or pastor.

This policy applies to all faculty in the course of their teaching duties. It does not apply to faculty on their own time.

## 4.27 Parent/Guardian - School Communication

It is our mutual responsibility to communicate on a regular basis. We utilize the Procare App to send group messages via cell phone or email. You will receive an invitation to join your child's appropriate group. Additionally, we will often send notes home with your child/children. Please check for them daily. In order to best meet the needs of your child/children, we ask that you also communicate with us.

Students will only be released to people listed on their personal Emergency Contact form. If someone other than the parent comes to pick up a child, the person MUST be listed on the Emergency Contact form and MUST provide a form of photo identification before the child will be released. Persons listed as able to pick up a child, or emergency contacts who are unknown to staff, need to provide ID prior to release of a child. Our primary purpose is the safety of your child.

Please call or e-mail the school office with general questions or comments, **valleychristian@vcs78.com**. For more specific concerns you may email the principal at **admin@vcs78.com.** This includes any concerns you may have with Valley Christian School or the care your child is receiving. If you suspect child abuse or neglect, contact the Department of Family Services or a local law enforcement agency.

## 4.28 Conflict Resolution for Parents/Guardians

We ask that everyone follow the Matthew 5:23-25 and 18:15-17 principles when dealing with conflict, miscommunication, hearsay, rumors, etc. Please remain objective, understand that we have good reasons for the school rules we have enacted, and before making judgements call for the facts. The grievance procedure for parents is as follows:

1. Meet with your student's teacher to discuss the conflict and prayerfully seek a resolution.
2. If the parent/guardian has met with the teacher and no resolution for the issue has been found, arrange a conference with the Principal/Administrator to discuss and seek resolution. The teacher may be asked to participate in this conference. The Principal/Administrator has the authority to suspend students from school; The Principal/Administrator has the sole authority to expel a child.
2. If the issue involves expulsion, the parents/guardians have met with the Administrator to resolve the issue and found no resolution, the parents/guardians may ask to appeal the decision to the School Board. This is done by putting concerns and request for review in writing and submitting it to the Administrator's office. The Administrator will forward it to the necessary individuals on the board. Please note appealing to the board only applies to disciplinary matters involving expulsion. For all other academic, programmatic, and disciplinary decision, the Administrator has final authority.

Please remember that one is in violation of the principles set forth in Matthew 18 if he/she discusses his/her problems with others without following the outline above.

*The school board reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice to constituents.*

## 4.29 Medications

Any student requiring medication to be administered during the school day (prescribed medication or continuous over-the-counter medication) must have authorization detailing the medication, dosage, and length of time the student will be taking the medication. **Any medication must be in its original container, be brought to the school office, and be clearly labeled with the student's name. For each medication, a *Medication Authorization Form* must be completed (forms are in the school office)**.

## 4.30 Children with Special Healthcare Needs

Special Health Care plans need to be developed between parents and Valley Christian School which include allergies, seizures, diabetes, etc. Health care plans completed by the attending physician must be on file, prior to starting school parents will have a meeting with teachers and childcare staff to go over the care plans so all staff have a clear understanding of care that needs to be provided to the child.

## 4.31 Food Allergies

VCS is committed to providing a safe environment for all of its students. In any community setting, there may be individuals with life-threatening and/or severe allergies. No school can be completely allergen-free, and the school is not a nut-free or allergen-free environment, but cooperative efforts between and among students, parents, teachers, staff, and administration can help reduce risks. Education, awareness, communication, prevention, and emergency response all play a role in allergy management at VCS.

The following provisions pertain to the specific responsibilities of different team members in management of food allergies in the school:

**Responsibility of Parent or Guardian of Student with Allergies**

1. **Notify the School.** Notify the school of the child's allergies, particularly in the case of life-threatening allergies. Planning for students with severe allergies should commence as soon as the school is notified by the parent that the child has a potential life-threatening allergy.
2. **Complete and submit all Medical Forms**. The school requires the completion and submission of all emergency/health information forms before students can attend school. If any of the emergency/health information forms have not been received, the child will not be permitted to attend school until the stated forms have been turned in to the Office. Parents whose children have severe food or environmental allergies that can cause extreme health problems must disclose this information to the school on the Medical Information Form each year and update the information as needed.
3. **Submit Information from Licensed Healthcare Provider**. Provide written medical documentation and instructions by the child's licensed healthcare provider.
4. **Develop Individual Care Plan and Emergency Care Plan**, if needed. Work with the school to develop an individual care plan and emergency care plan, if needed, which addresses the child's specific needs throughout the school day.
5. **Provide medications.** Provide the properly labeled medication and replace medications after use or expiration. If an EpiPen is needed in the event of an emergency, the school requires EpiPens be provided by the parents, to be kept at the Health Services Offices. A child may keep an EpiPen in his or her backpack only if a Student Self Carry Form is on file with the Front Office.
6. **Provide Emergency Contact Information.** Provide emergency contact information to be held on file with the school.

7. **Monitor the Child's Food**. Parent(s) or guardian(s) must review food labels when packing daily snacks and lunches, and omit foods containing allergens.
8. **Educate the Child**. Parents must educate their child in the self- management of their food allergy, including: safe and unsafe foods, strategies to avoid exposure to unsafe foods (e.g., do not share food with others), symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem.
9. **Assist with Special Events.** To further reduce the risk of the child ingesting the allergen, the child's parent(s) are encouraged to assist the teacher and staff with special events, classroom parties, and chaperoning field trips.
10. **Provide Safe/Alternative Snack Supply.** Parent(s) or guardian(s) are encouraged to provide alternate snacks for their children on days when snacks are provided to classes by other parent(s) or guardian(s) (e.g., for special occasions).
11. **Work Collaboratively with the School on Policy Compliance**. The school's ability to effectively administer this Policy and support the safety of students is dependent upon the cooperation of parents and guardians. Parents and guardians should direct any questions or concerns about the Allergy Policy to the administration so issues can be resolved in a supportive collaborative manner. Parents may not monitor or enforce the compliance of other parents or students but should work with the school on those matters. Regular contact with the classroom teacher is strongly suggested to determine what food and related activities are scheduled, so that measures are taken to ensure their child's safety and well-being insofar as food and related activities are concerned.

**Student Responsibilities**

1. **No Eating Foods with Allergen**. Do not intentionally eat anything known to contain any allergen,
2. **Notify an Adult**. Students should notify an adult immediately if they have any symptoms or eat something they believe may contain the food to which they are allergic.

VCS will take reasonable steps to ensure that a student with a food allergy is provided with an interactive process to determine whether reasonable accommodations can provide the student with the opportunity to participate in and benefit from the educational program as provided to other students. The school will not exclude a student from a program, class, or activity, such as a field trip, in which he or she would be exposed to allergens without first determining whether it can provide reasonable accommodation to the student.

## 4.32 Physical Education

No child will be exempt from PE for more than one day unless a written note from the parent/guardian is on file in the office. In the case of an extended request of exemption, and at the discretion of the teacher or administrator, a note of physical impairment from the doctor may be required.

## 4.33 Exclusion from Class - Illness

Any VCS student who has any of the illnesses or symptoms of illness specified below will not be allowed to remain at school.

- Diarrhea, when it is:
  - due to disease spread by fecal contamination or when the child is under the care of a physician;
  - accompanied by evidence of dehydration or fluid loss, identified by sunken eyes or poor skin elasticity;
  - accompanied by abnormal stools with blood or mucous;
  - accompanied by a history of poor fluid intake or unusual drowsiness;
  - continued beyond three or four days unless the student is under the supervision of a physician with written documentation that it is safe to readmit the student.
- Severe pain or discomfort.
- Two or more episodes of acute vomiting within a period of 24 hours.
- Difficult or rapid breathing.
- Yellowish eyes or skin.
- Sore throat with a fever over 100 degrees or severe coughing.
- Untreated head lice and/or untreated scabies.
- Students suspected of being in contagious stages of chicken pox, pertussis, measles, mumps, rubella, or diphtheria.
- Skin rashes lasting more than one day.

Students with the following symptoms will not be allowed to remain in school unless they are under the care of a physician, and the physician has approved in writing their return to school.

- Skin rashes, lasting more than one day.
- Swollen joints or visibly enlarged lymph nodes.
- Elevated temperature of 100 degrees or over.
- Blood in the urine.
- Pink eye

VCS reserves the right to send a student home if it is considered to be in the best interest of the student or other students.

## 4.34 Confidentiality

All facts learned about children and their relatives shall be treated as confidential by the faculty, staff, and the Department of Family Services.

## 4.35 Student Transcripts and Records

The school maintains a permanent file on each student. Material in each student's file is confidential and will be accessible only by permission of the school administration. Enrollment & financial papers are a contract between the enrolling parent/guardian and the school, as such they are not available to other family members. Records pertaining directly to the student will be available to all custodial parties.
Request for copies of student transcripts must be made in writing and will be available after 72 hours (3 business days) after receipt of request.

## 4.36 DFS Inspection Reports

Parents may obtain the facility's complaint and compliance violation report at https://findchildcarewy.org.

## 4.37 State Licensed Preschool, Prekindergarten & After School Child Care

Valley Christian School complies with all Wyoming state childcare licensing laws and student/staff ratios. Valley Christian School requires our preschool/prekindergarten students must be potty trained. They must be able to clean themselves and change their clothes if they have an accident. If they do have an accident a parent will be called, and the parent must come, clean, and change their child.

Valley Christian School carries Liability Insurance.
There are no Swimming or Wading Pools used at Valley Christian School.
If you have any concerns, you may contact the local DFS Office at 307-532-2191.

## 4.38 Reporting Suspected Child Abuse

The State of Wyoming requires Valley Christian School to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents/guardians regarding the well-being of their children, the administration is placed between the parent/guardian and the state, acting on behalf of the parent/guardian and in accordance with state law. It is the school's policy not to contact parents/guardians in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests 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. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

## 4.39 Patriotism

Valley Christian School will place emphasis upon the greatness of America's heritage and the sacrifices of its heroes. We recognize that as a republic, our country guarantees freedom in education and preserves individual liberties. We will unashamedly teach the biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country.

## 4.40 Pledges

The following pledges will be used daily and should be memorized:

**Pledge to the American Flag:**

I pledge allegiance to the flag
Of the United States of America
And to the republic for which it stands;
One nation under God, indivisible,
With liberty and justice for all.

**Pledge to the Christian Flag:**

I pledge allegiance to the Christian flag
And to the Savior for whose Kingdom it stands;
One Savior, crucified, risen and coming again

With life and liberty to all who believe.

**Pledge to the Bible:**

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

## 4.41 Library

Elementary, middle, and high school students are required to have a library card from the Goshen County Library. Students will go to the library twice a month and check out books according to the library's policies. Students are responsible for their library card; however, if the student will not be using the card outside of school, it may be left with their teacher. All cards will be sent home at the end of the school year.

## 4.42 Lunchroom Expectations

Parents may take their child out to lunch but will not be able to eat lunch with their child in the cafeteria, due to the number of students and limited seating.
Students are to obey all staff members at all times.
Students are to be careful and considerate of others at all times.

- COMING INTO THE LUNCHROOM:
  ~ Walk at all times. (Running causes messy accidents!)
  ~ Wash hands.
  ~ Sit at assigned table.
- IN THE FOOD LINE:
  ~ Wait patiently and quietly in line, keeping your hands to yourself.
  ~ Speak courteously. (Say please and thank you!)
  ~ Take at least a very small portion of everything served.
- AT THE TABLES:
  ~ Sit in your place at the table. (Seats will not be assigned unless it becomes necessary.)
  ~ Do not save seats for others because this leads to hurt feelings.
  ~ Use your silverware when appropriate.
  ~ Eat only your food.
  ~ Talk quietly and respectfully to each other.
- ABOUT SECONDS, Seconds are a privilege for hot lunch students only:
  ~ Speak politely to the cooks.
  ~ Ask permission before going for seconds.
  ~ You must take a no thank you bite to receive seconds.
  ~ There will be no seconds on dessert.
- LUNCHES BROUGHT FROM HOME:
  ~ Milk for purchase is available every day.
  ~ No pop
  ~ No red dye drinks
  ~ You may eat the contents of your lunch as your parents/guardians direct.
  ~ Do not bring anything that needs to be refrigerated or heated up.
- BEFORE YOU LEAVE:
  ~ Quiet down immediately when asked by the teacher.
  ~ Clean up your eating area.
  ~ Wait for your turn to clean your tray.
  ~ Make sure the trash goes into the trashcan and not on the floor.

## 4.43 Playground Expectations

Students are to be careful and considerate of others at all times.
For your safety – please let after-school visitors know our safety rules.

- Adult on duty is in charge at all times.
- There will be no climbing on fences or trees.
- Get permission from the person on duty to go into the street for balls.
- Use equipment like ropes and hula hoops the way they were intended to be used, not for games like horse or capture.
- THE SWINGS:
  ~ No under ducks, spinning, standing.
  ~ No holding hands or swinging double or on tummy
  ~ No grabbing the swing next to you
  ~ No jumping out of swings
- Do not grab others, their clothing, or take each other's hats, caps, etc.
- There will be no kicking, hitting, karate, or tackle games.
- Ropes are not to be placed around one another, over the bars or other playground equipment.
- Rocks are not to be thrown, put in pockets, or carried off the playground in any way.
- Coats, backpacks, jump ropes, etc. are not to be swung around; this is dangerous to others.
- STICKS ARE NOT TOYS
- BATS AND BALLS:
  ~ Use soft bats and balls such as whiffle balls, tennis balls, or Nerf balls.
  ~ No regular soft balls, hard balls, or bats allowed.
- STAY ON THE PLAYGROUND unless you have permission from the teacher on duty to leave. This includes going to the restroom or office.
- TOYS FROM HOME:
  ~ No toys from home — Balls (football, soccer, Nerf) may be brought, student must be willing to share
  ~ No trading toys
- THE 5 MINUTE WHISTLE or BELL:
  ~ Leave sandbox area and put all equipment away.
  ~ Put equipment away at the 5-minute whistle, including equipment brought from home.

# Services

### Section *5*

## 5.1 Food

Hot lunch, which includes one carton of milk, is normally available each school day. Additional cartons of milk may also be purchased. Funds should be deposited in advance on student's lunch account for hot lunch or milk. VCS is not in the position to extend credit for lunch and/or milk charges. Students with five (5) lunch charges will be instructed to call home to request a sack lunch. No student will be allowed more than five (5) lunch charges. Seconds are usually offered at NO Charge to the student as long as they try the foods given and they eat some of the first serving.

## 5.2 Supervision before School

Before-school supervision begins at 7:45 a.m. Students should not be on campus prior to that time unless they are enrolled in the early morning supervision as described below.
Parents/guardians of preschool and prekindergarten students requiring supervision prior to 7:30 a.m. may sign up for early morning supervision beginning at 7:15 a.m. Billing for early morning supervision is a flat rate of **$2.00.** Any student arriving prior to 7:45 a.m. will be directed to go to **room 105** for early supervision and their account charged accordingly.

## 5.3 Supervision after School

All early education students need to be picked up by 11:30; if students are not picked up by 11:40, they will be checked into Valley Christian's Childcare program and given lunch.
All elementary students should be off campus by 3:45 p.m. Students not picked up by 3:45 p.m. will be checked into Valley Christian's After School Childcare program as defined on enrollment information.

Students attending VCS After School Child Care will go immediately from their classroom to the child care. Child care hours are from the end of the student's regularly scheduled classtime until they are picked up and no later than 5:30 p.m. Child care ends at 5:30 p.m. sharp! *Any* student who remains after 5:30 will be assessed a $5.00 flat fee per half hour or portion thereof.
Exceptions:

- Prior notification from parent/guardian;
- Extended field trips;
- Students under the direct supervision of a staff member for the purpose of class work or assisting the staff member.

## 5.4 Transportation

- The bus used to transport children shall be maintained in safe condition and comply with applicable motor vehicle laws.
- Operators of vehicles used to transport children shall have the appropriate type of driver's license and be at least 18 years of age.
- The number of persons in a vehicle used to transport children shall not exceed the manufacture's recommended capacity nor the number of seat belts installed when the vehicle was manufactured.
- Each child who is a passenger shall be properly secured in a child safety restraint system or seat belt as required by the law. The child safety restraint system shall conform to the Federal Motor Vehicle Safety Standards for child restraint systems.
- When children are taken off site, there shall be:
    a. A first aid kit;
    b. Emergency Medical release forms on all children;
    c. A current and updated attendance record (which documents periodic counts of children to include when getting on and off the mode of transportation);
    d. Direct staff supervision at all times, written plan for supervision maintenance at all times;
    e. Physical boundaries identified for children.
- Staff/Child ratios must be maintained at all times
- Children will not be left unattended in or at the side of the vehicle.

# Finances

## Section 6

## 6.1 Funding

Since it is our desire that as many as possible are able to attend Valley Christian School, tuition fees are kept at a minimum, far below the actual cost per child to the school. While we recognize that enrolling a child at VCS requires a large financial commitment, it must also be recognized that tuition alone pays only a part of each child's education at VCS. About one third of our annual income is in the form of financial gifts. We are dependent upon the Lord's provision in the way of donations, volunteers, and fundraisers. We ask that each family in the school do their part by making regular timely payments, by helping in the area of fundraising, by encouraging donations, and by praying for the school's ministry.

## 6.2 Gifts

Since tuition fees do not fully cover the cost of educating our students, we are blessed by those who are able to make financial contributions to the school. A tax-deductible receipt will be issued to each donor. Gifts and contributions are most appreciated. We thank God for His faithfulness, and for yours!

## 6.3 Fundraising

We have a minimum of 3 major fundraisers each year, which may or may not include the sale of Palisade, Colorado peaches & pears, God's Creation Calendars, Krispy Kreme Doughnuts, and World's Finest Chocolates, and the Annual Dinner/Bake Sale/Raffles/Auctions. These are important events. They invite community awareness, and the proceeds directly affect the cost of tuition. It is necessary that ***EVERY*** family participates as much as possible or makes a specified financial donation instead.

## 6.4 Parent Volunteer Hours

Again, in pursuance of keeping tuition rates down and the researched benefits of parent engagement (which include improved student motivation, higher grades and test scores, and better attendance behavior and social skills), we rely heavily on volunteers. VCS has a variety of opportunities available for families to serve and be more involved with the school called service hours. On a monthly

basis, families will be given the option to serve a minimum of 2 hours or choose to be invoiced at a rate of $20 per hour not served. Hours served will be logged at the front office. Service hours exceeding 2 hours can be rolled forward to the following month. Extra service hours will not be rolled forward to the following school year. Parents can donate volunteer hours to other families. The office will email or communicate with parents through the Procare App regarding areas where families may volunteer or serve the school. There are numerous ways that parents/guardians or grandparents, or other family members can help at VCS. A volunteer is needed each day to help our cook serve and clean up lunch, the dining hall needs to be cleaned daily, breakfast needs to be served during testing week, listeners are needed for the reading programs, readers are needed for story times, costumes need sewn, maintenance needs done in classrooms and on the playground, painting needs done, windows and shelves need washed, the bus needs cleaned regularly, help is needed on fundraisers....the list is endless!

For any individuals wanting to help in the classroom, we must have a background check completed at least 24 hours prior to the first volunteer opportunity. We also require that any volunteer give the front office at least 24 hours' notice of when they wish to volunteer so that we can be sure to be prepared for the help.

At times throughout the year, we may set work days around the school. Attendance at these is not required but will count toward volunteer hours and it is hoped school families will consider them important activities.

Hours worked during fundraisers to include activities such as helping unload the truck and load cars during Peaches/Pears, working the Peaches/Pears check-in table, reconciling received money during fundraisers, sorting product during Chocolates/Calendars/Donuts, serving on the Dinner & Auction Committee, and working to help set up or working during the Dinner & Auction event will count toward this total. Time spent on ticket or product sales will not be applied.

A family member serving on the VCS Board can count those hours towards a family's total.

Attendance at Back to School Night, or Corporation Meetings will also count toward these hours.

## 6.5 Registration Fee

The registration fee is not included in the tuition payment and must be paid by the student's first day of classes. For the 2025-2026 school year it is $150 for K-High School.

## 6.6 Book Fee

The yearly book fee is not included in the tuition payment and must be paid by the student's first day of classes. Book Fees for the 2025-2026 school year are $150 for Elementary.

## 6.7 Activity Fee

Activity Fees cover all field trips taken throughout the year and include a VCS t-shirt. Activity Fees for the 2025-2026 school year as follows: Kindergarten-High School $80.

## 6.8 Tuition

2025-2026 Tuition Rates and Payment Schedule.

| **Kindergarten-5th Grade** | | | | |
|---|---|---|---|---|
| | Annual | Semi-Annual | 9 Month (Sept-May) | 11 Month (July-May) |
| **K-5** | $3555.00 | $1777.50 | $395.00 | $323.18 |

| **6-12th Grade** | | | | |
|---|---|---|---|---|
| | Annual | Semi-Annual | 9 Month (Sept-May) | 11 Month (July-May) |
| **6th-12th Grade** | $3780.00 | $1890.00 | $420.00 | $343.64 |

Any student enrolling after school begins will be charged a pro-rated tuition fee.

Any student who is withdrawn during the school year must have a letter of withdrawal on file in the VCS office. Tuition for the month in which the student is being withdrawn is not refundable. Any prepaid tuition (except for the month in which the student is withdrawn) will be refunded.

## 6.9 Payment Methods

In addition to monthly cash or check payments, we also offer automatic preauthorized payments that are deducted from your checking or savings account. If necessary, a custom payment plan can be arranged if approved by the administrator.

If ACH payment needs to be held or stopped, a written notice needs to be given five business days prior to the pull date.

## 6.10 Non-Sufficient Funds

There will be a $30.00 charge for any check returned by the bank for Non-Sufficient Funds.

### 6.11 Late Fee

Proper administration of the school's business is the prompt payment of tuition and fees. Delinquent accounts will be assessed a late payment fee of $30.00 **if acceptable payment arrangements are not made in advance with the administrator prior to the due date (15th of each month).** Late payment fees shall be assessed and calculated (15) days after the date of delinquency, based upon interest at the rate equal to one percent (1%) over the prime interest rate as quoted by JP Morgan Chase Bank, and not to exceed fifteen percent (15%) per annum until the outstanding balance due is paid in full. If at any time the tuition account becomes delinquent by 45 days or more, and no more prior payment arrangements have been made with the administrator, parents will be notified that their child(ren) will not be allowed to return to school until the outstanding account has been paid in full.

### 6.12 Insurance

It is the responsibility of parents/guardians to provide adequate medical and accident insurance for their child/children. Valley Christian School carries liability insurance.

### 6.13 Withdrawal Policy

As Valley Christian School has a financial obligation to its employees, students shall be considered enrolled for the entire school year. Tuition will be calculated on the basis of the entire year; therefore, no reductions will be made for vacations or school holidays. If a student leaves the school for any reason or enters after the school year has begun, tuition charges will be pro-rated according to actual number of months (or part thereof) enrolled.

A student is officially withdrawn when a parent or guardian informs the school office in writing. If a student is withdrawn from VCS before the end of the school year, the registration fee is non-refundable; however, tuition will be adjusted to reflect the total number of months (or part thereof) enrolled. Any balance due must be paid at that time. Until the student is officially withdrawn, tuition charges and late fees will continue. Records will not be released to any transferring school until account balances are paid in full.

# Hours

## Section 7

### 7.1 Office Hours

The school office is open each school day from 7:30 a.m. until 4:00 p.m. Summer office hours are flexible. *(Messages may be left on the answering machine; calls will be returned when someone is next in the office.)*

### 7.2 Staff Hours

Because teachers begin each school morning with devotions and prayer, they will not be available until 7:30 a.m. Teachers are usually available at the end of each school day. Please call ahead if you desire to conference with a teacher.

### 7.3 Elementary School Hours

Elementary students may arrive anytime between 7:45 a.m. and 8:15 a.m. School begins at 8:15 a.m. Depending on the weather conditions, morning supervision for students will be either on the playground or in the school building. The school day ends at 3:15 p.m. Monday-Friday. Students either need to walk home immediately, be picked up by an authorized adult, go to tutoring or an approved after-school activity, or be checked into VCS's After School Childcare. *Please be prompt if picking up your child!*

# Our Valley Christian School

## COMMUNICATION PLEDGE

***To Our Parents***

**Believing in the importance of communication, we pledge,
to the best of our ability, to respond to your inquiries within 24 hours.
Furthermore, we pledge to take the initiative to communicate with you
regarding significant happenings involving your child**.

The time at which you contact the school may affect our ability to respond promptly.
For example, if you call during the school day, the teacher you are trying to reach
may be in class with students for the rest of the schedule.
He or she may also have an after-school assignment or personal
obligation that would fill the remainder of that day.

**Nonetheless, we will pledge to do our best to respond to you within 24 hours**.
We will communicate activities or significant happenings that involve your child.
We desire to be **"parent-sensitive"** in these areas
and will always seek to communicate with you.

If a teacher does not respond to your contact within 24 hours,
we request that the parent call the principal as soon as possible.

**Appendix DFS Playground Variance**

WYOMING DEPARTMENT OF FAMILY SERVICES

*Safe at home • Supporting the people who support the families • Opportunities for success*

**MEMORANDUM**

Date: April 7, 2025

To: Crystal Woehlecke, Director
Valley Christian School

From: Michelle Lala, Regional Child Care Licensing Supervisor
Support Services Division

Re: Valley Christian School Child Care Licensing Variance Request Dated May 10, 2025

Ref: ML-25-158

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A Child Care Licensing Variance is required when the facility is unable to meet full compliance with a standard in these rules. The rules which apply to this Child Care Licensing Variance request are:

> Chapter 4, Section 16(h): Equipment shall be sturdy, stable, and free of hazards that are accessible to children during normal supervised play and all pieces of equipment shall be installed as directed by the manufacturer's instructions and specifications.

Your request for a Child Care Licensing Variance dated May 10, 2025 has been APPROVED for the time period not to exceed May 10, 2026 at which time a new variance request must be submitted if the condition continues to exist.

Mark Gordon, Governor
Korin A. Schmidt, Director

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