

**2023-2024**

# **VALLEY CHRISTIAN SCHOOL STAFF HANDBOOK**

“Be strong and courageous. Do not be afraid or terrified because of them, for the Lord your God goes with you; he will never leave you nor forsake you. ... Do not be afraid; do not be discouraged.”

Deuteronomy 31:6, 8(b)

I appeal to you, brothers, by the name of our Lord Jesus Christ, that all of you agree, and that there be no divisions among you, but that you be united in the same mind and the same judgment. 1 Corinthians 1:10



**VALLEY CHRISTIAN  
SCHOOL**

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## WELCOME STATEMENT

This Faculty/Staff Handbook is to provide information concerning the policies, procedures, and benefits of Valley Christian School. By becoming acquainted with the information in this book VCS's Faculty and Staff will have a better understanding of what is expected from VCS, what is expected from the employee, and what is expected from the Administration.

This handbook will be updated, changed, and/or modified to keep it current with our policies and practices at VCS. What will remain unchanged is our belief that Jesus is the Lord, and the Bible is the absolute truth. We have been called to VCS to "Prepare future Leaders for Christ" and unified as a staff working towards this goal.

It is our goal to hire individuals who feel they are called to work in our ministry with our students; who are highly qualified to perform educational tasks; and for the spiritual and personal growth of our students; who are adept in the performance of that work; and who will work in harmony with our existing VCS employees.

We trust that our Faculty and Staff will be blessed at VCS. We welcome ideas, suggestions, and comments and are certain this type of teamwork will bring glory to God.

Teachers and staff should read and reference both the Faculty/Staff and Parent/Student Handbooks. Faculty, Staff, or members of the Administration shall abide by such rules and policies as established by the Schoolboard and as documented in the Valley Christian School handbooks.

It will be the policy of the school leadership to provide a safe and pleasant working environment so that we can effectively teach, minister, and grow together. We desire that time our Faculty and Staff spends with us be a blessing.

All staff at VCS are charged to use their gifts and live out their faith in front of their students and mentor them as Jesus commands us to do. Evangelism will always be a part of our efforts to reach students who have not committed to a personal relationship with Jesus Christ.

## PHILOSOPHY of Valley Christian School

Through the process of regeneration, a person is enabled to live a life pleasing to God as he follows Scriptural teaching. The Scriptural account (Luke 2:52) indicates that Jesus grew in a four-fold way. He grew mentally in wisdom. He grew physically in stature. He grew spiritually in favor with God. Fourthly, he grew in favor with man - - socially. Each aspect of growth was important. Education at Valley Christian School seeks to develop the total child, spiritually, mentally, physically and socially.

**A Christian education is a total education.** The Scriptures do not teach that Christ was merely interested in the "souls" of people. He was interested in each of them as a total entity. Education at Valley Christian School seeks to develop the total child - - spiritually, mentally, physically and socially. Christianity should develop an integrated person - - a whole person, totally developed physically, mentally, socially, and spiritually.

**Valley Christian School exposes the historic Christian view of life as presented in the Bible.** Since God created and sustains everything through His Son Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and by choice, cannot in this condition glorify God. He can do this only by being recreated in God's image through receiving Christ as personal Lord and Savior. The total process of education, therefore, seeks to restore the student to a position of knowledge and righteousness, which is attainable through this commitment to Jesus Christ.

**A Christian education teaches a child that his worldview cannot be "compartmentalized."** The entire world and all of life are in the hands of God. There is no learning or truth apart from Him. All truth is God's truth and there is no learning that He has not created. All subjects - - history, science, and literature - - are taught from a Christian perspective and hence a child is taught a Christian philosophy of life.

**A Christian education places a great deal of responsibility in the home.** The school serves as an extension of the home. Parents have the responsibility for the education of a child and the school is an institution developed to complement the family. The function of the school is not to replace the home, but to work with the family and to work with the church in building young men and women whose lives glorify our Savior and Lord Jesus Christ.

## MISSION STATEMENT

*We exist to glorify God by cultivating students of wisdom and virtue through a Christ centered academically robust traditional education.*

## MOTTO

*Shaping young hearts and minds for life*

## SCHOOL VERSE:

*“Train up a child in the way he should go and when he is old he will not depart from it.”  
Proverbs 22:6*

## GENERAL OBJECTIVES

1. Shaping the Heart through –  
Spiritual nurture with ...  
Calls to salvation and discipleship including ...  
A stress on spiritual commitment.
2. Shaping the Mind through –  
A diverse academic program...  
Tailored to individual abilities and needs ...  
And focused through the perspective of a Biblical worldview.
3. Shaping for Life through –  
Promotion of Christian service and testimony with ...  
Encouragement for mission activities and also...  
An emphasis on Christian citizenship.

## SPECIFIC OBJECTIVES

1. To encourage the student to confess his sins and receive Jesus Christ into his heart as Lord and Savior.
2. To teach that the Bible is the Word of God and to integrate Biblical thinking into all of life.
3. To teach the student to grow in his relationship to Christ by willingly and joyfully entering into Bible study, prayer, Christian fellowship, and regular church attendance.
4. To teach the student to witness to others of Jesus and to be concerned for world missions.
5. To develop a healthy concept of self-worth in relation to God and to others.
6. To teach the student to think critically and to form opinions which enable him to stand up for his personal convictions in the face of pressure, yet to get along with others holding different views.
7. To teach the student to manifest fairness, courtesy, kindness, and other Christian graces.
8. To teach the student to respect the authority of those who the Lord has placed over him.
9. To teach the importance of the Christian family, the student's role within the family, and the function of each member of the Christian family.
10. To teach Christian stewardship of the student's life, time, body, and money.
11. To teach the student to develop and care for his body as the temple of the Holy Spirit.
12. To begin to teach the knowledge and skills required for future study or for occupational competence.
13. To develop effective communication skills in the student.
14. To help develop the creative skills of the student.
15. To develop an appreciation of the fine arts.
16. To teach the student to apply himself/herself to his/her work to the fullest extent of his/her abilities.
17. To teach the student the importance of his Christian involvement in the affairs of his community, nation, and world.

## PROFESSIONAL RELATIONSHIPS

- I. Even though employees are encouraged to maintain positive relationships with students, colleagues, visitors, etc., there should be a degree of formality that always makes it clear to everyone that the goal is to appear professional and Christ-like. Familiarity, such as the student use of an employee's first name, or allowing students' liberties in gaining close relationships, will create problems and will likely detract from the effectiveness of a professional relationship. Taking a student's side in possible conflict with people in authority (parents, other teachers, and administrators) may gain momentary popularity, but in the long run will produce problems. Students today may demonstrate forward, or aggressive behavior and some people are quick to believe the worst. Do not provide anyone with opportunities to hurt or doubt the body of believers we strive to be as ambassadors of Christ. Speak privately with others while the classroom or office door is open. Also, never cover the window of the door, except for security drills. Even a small window provides the opportunity for observation of the classroom or office activity, thereby offering employees some protection from false accusations. Employees should avoid discussing the problems of individual students or expressing opinions about certain students in the presence of other class members or colleagues. Labeling students or making derogatory remarks is unChristlike and unprofessional. Praise in public, criticize in private. All communication with students, whether in school or outside of school attendance, is expected to be professional and of a nature appropriate for any interaction with a student. Employees are encouraged to refrain from personal one-on-one communication with students in person or via phone, or electronic format. If electronic communication is necessary, the school email should be used, and text messages should always include a colleague, coach or a student's parent. All interaction and communication with students should be deemed appropriate under the guidelines of public scrutiny. Colleagues should always include at least a third individual in situations, activities, travel, meetings, etc., as to remain above reproach.

## PROBLEM RESOLUTION

- I. VCS encourages employees to communicate with their immediate supervisors about questions or concerns regarding their job or the organization. There is a commitment to assist employees in answering their questions or resolving their concerns. If an employee has difficulty in reaching resolution with his/her immediate supervisor, a co-worker, parents, and/or administration, or if he/she reaches an impasse over a job-related issue, it is recommended that he/she use the following guidelines to seek further resolve. These guidelines are based on biblical principles for conflict resolution found in Matthew 18:15-17. It is the hope of Valley Christian School that everyone work well together, communicate honestly with each other and maintain a mutual respect that will allow everyone to be examples of integrity. We are committed to addressing and resolving complaints and issues brought to our attention by our employees in good faith. Employees should feel comfortable that they may raise complaints or concerns in good faith so that VCS can address and resolve those concerns in a timely, fair and objective manner, without fear of retaliation. Every employee will be protected against adverse job discrimination or retaliation of any kind by making such a report, if done in good faith. If an employee is concerned about a specific issue and he/she believes it needs to be resolved, he/she may use the following guidelines.
1. Notify immediate supervisor and/or person of concern and meet to try to resolve the issue. Employees are encouraged to discuss concerns in an honest, objective and frank manner with their immediate supervisors when possible.
  2. If after repeated meetings, the issue is not resolved, the employee may request a meeting with both the person of concern and the principal to discuss the issue. At this level the employee's concerns should be documented in writing, with a clear explanation of the problem and the recommended resolution. If the complaint is not resolved or the complaint is about the employee's immediate supervisor or other management in his/her work area, the employee may take the complaint directly to the principal. Again, regardless of the type of complaint or issue raised, there will be no retaliation for making a complaint in good faith.
  3. As a final step, if the conflict remains unresolved it may also be sent to the Board in writing, whose decision is binding and final.
- The intent of this policy is to enhance relationships between parents, staff and administration for the benefit of students. Please note, however, that any potential or suspected harm to a student or illegal activity will be reported to authorities.

## STANDARDS FOR CHRISTIAN LIFESTYLE

- I. I agree that, as part of the qualifications for this position, I am a born-again Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations the school's



Statement of Faith, and am committed to upholding it. I also give testimony that my work in this Christian school is God's direction for my life for this school year.

- II. I agree to manifest by daily example the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow employees. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the irresponsible use of alcoholic beverages or tobacco, any use of illegal drugs, the improper use of prescription or over-the-counter drugs, and the use of vulgar and profane language (Colossians 3:17, Titus 2:7-8; 1 Thessalonians 2:10; 1 Thessalonians 5:18, 22-23; and James 3:17-18).
- III. I agree to abide by the Statement on Sanctity of Life and Statement on Gender, Marriage and Sexuality of VCS. I agree that the failure to do so is grounds for immediate dismissal from my position in this school system.
- IV. I agree that, subject to review by the School Board & Pastoral Advisory Board as appropriate, the Principal/Administrator serves as the interpreter of biblical standards for employee conduct and lifestyle.

### SCHOOL DOCTRINE AND ITS APPLICATION

- I. **DOCTRINAL POSITION** - This is the doctrinal statement to which the Valley Christian School subscribes and which serves as the basis for interpreting the Bible. It is found in our school brochure.
  - A. 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**)
  - B. 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**)
  - C. 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**)
  - D. 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**)
  - E. 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**)
  - F. 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**)
  - G. 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**)

- H. 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)**
- I. 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)**
- J. 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)**

**II. PHILOSOPHY** - The above statement represents those things which most fundamental and evangelical Christians believe, and which are unapologetically taught in our school. Christian living is based upon the basics as found in our Statement of Faith and interpreted from that viewpoint. "Denominational" or "church" doctrine is not taught, but basic Christian truth is made to permeate the entire learning situation. Home and church can build particular doctrines upon this foundation.

**III. PROCEDURES** - The teacher is expected to present a non-sectarian philosophy without promoting his views on denominational controversies. The teacher should see that all views are shared without prejudice. If a student presses a teacher for an opinion on a denominational issue, the teacher should refer the student to his pastor or parents. While the school community may "know" a person's convictions in a specific area by virtue of where the employee attends church, the teacher is not to share such views in any way with students.

**IV. DELICATE AREAS** - Some Bible doctrines cannot be avoided in a Christian School, but care must be taken to not teach them in a "denominational sense."

- A. Infant baptism/childhood dedication - mode of baptism avoid but teach the necessity of the same.
- B. Eternal security/falling from grace - we teach that those living the life in Christ will go to be with Him.
- C. Predestination – can be taught but must avoid the Calvinistic Armenian connotations. We don't know who will be "born again," but we are to keep praying for our "lost" and not give up because we don't know.
- D. Holiness but not eradication – we frown on use of alcohol, tobacco, and playing cards. We emphasize discernment in personal actions such as movies, entertainment, dress, etc. Personal holiness should emphasize a walk with the Lord more than specific items. The specific items must be talked about less; the students gain an abnormal interest in exercising "Christian liberties." Our society is presently pre-occupied with a debased interest in self-indulgence, but we want our students to thoroughly understand Christian responsibility to self and others.
- E. Teach living in the Spirit but avoid stands on items like speaking in tongues.
- F. Miracles - teach that God performs miracles today in natural ways and supernatural ways, but many times we don't recognize His work. We pray for healing but leave the results to God knowing He has a perfect plan.
- G. Approach patriotism more as good citizenship and Christian responsibility rather than political/patriotism. Mennonites are sensitive regarding this issue.
- H. Church government/authority - different kinds but don't teach any one as the correct view.
- I. Spiritual gifts that are called ministry gifts can be taught as operative today.
- J. Ecumenicalism - teach the dangers of the same but emphasize the spiritual unity of believers. We do not tend to support ecumenical movements with liberal or non-Christian groups.
- K. Church ordinances - some denominations include foot washing as well as communion and baptism.
- L. Prayer - stress regular prayer, persistent prayer, and prayer in faith. Many times, we pray only on the surface and give up to easily. Prayer is communication with God and also spiritual warfare. All prayers (including those offered in faith) are made in an attitude of submission to His perfect will, but this cannot relieve us from praying in faith - believing!
- M. Right of life - the school stresses the preciousness of life. One of the Ten Commandments specifically talks about the sin of taking life. Abortion and euthanasia are such areas.

- N. Role of women - the school definitely stands for equal rights, equal pay, and equal opportunity. The role of homemaker, however, should be stressed as one of the most honored and important positions possible.
- O. Sunday Worship - we teach that the Lord commanded a day of rest and worship. There may be those in our school, which teach Sabbath (Saturday) worship instead of Sunday.

**V. SPIRITUAL DEVELOPMENT** - Teachers are called upon not only to teach Bible in an academic sense, but also to be “priests” in their classroom. As you may remember from your Old Testament study, God lit the fire on the altar, but it was the job of the priest to keep it going. Each of us has the responsibility of taking the work that God begins in our students/classes and nurturing it along. We must not allow students to be passive toward spiritual things, but encourage an active Christianity. We should encourage Christian songs, more student activity in spiritual things - witnessing, etc., and more emphasis on personal devotions. Let’s pray for a good year spiritually! Please don’t assume all family members are Christian (better to assume not). Many of our families are also at different stages of their Christian growth - some immature, others very mature.

### SCRIPTURE VERSIONS

Each new student in grades 1<sup>st</sup> through 5<sup>th</sup> will be provided with his own Bible for use at school. Each returning student will be required to use this Bible throughout his years at VCS. This classroom Bible must be purchased by the student if the initial one is lost. In teaching verses to the entire class in primary grades, it is necessary to use this New International Version (NIV) for consistency in the Bible memorization. Teachers are requested to keep a Bible on their desk at all times.

### BEHAVIOR OF STAFF MEMBERS

- 1) The greatest impact on the students at Valley Christian School will come from Christian commitment lived out in the lives of faculty, staff and school administration. All staff members are to conduct themselves, both at and away from school, as responsible Christians. It is expected that staff members’ lifestyles will be based on strong moral biblical principles, regular church attendance, and a commitment to positive values. By accepting employment at Valley Christian school, members of faculty, staff and administration agree to abide by the Statement of Faith and the expectations presented below. Failure to do so shall jeopardize continued employment.
- 1) Even though employees are encouraged to maintain positive relationships with students, colleagues, visitors, etc., there should be a degree of formality that always makes it clear to everyone that the goal is to appear professional and Christ-like. Familiarity, such as the student use of an employee’s first name, or allowing students’ liberties in gaining close relationships, will create problems and will likely detract from the effectiveness of a professional relationship. Taking a student’s side in possible conflict with people in authority (parents, other teachers, and administrators) may gain momentary popularity, but in the long run will produce problems. Students today may demonstrate forward, or aggressive behavior and some people are quick to believe the worst. Do not provide anyone with opportunities to hurt or doubt the body of believers we strive to be as ambassadors of Christ. Speak privately with others while the classroom or office door is open. Also, never cover the window of the door, except for security drills. Even a small window provides the opportunity for observation of the classroom or office activity, thereby offering employees some protection from false accusations. Employees should avoid discussing the problems of individual students or expressing opinions about certain students in the presence of other class members or colleagues. Labeling students or making derogatory remarks is unChristlike and unprofessional. Praise in public, criticize in private.
- 2) All communication with students, whether in school or outside of school attendance, is expected to be professional and of a nature appropriate for any interaction with a student. Employees are encouraged to refrain from personal one-on-one communication with students in person or via phone, or electronic format. If electronic communication is necessary, the school email should be used, and text messages should always include a colleague, coach or a student’s parent. All interaction and communication with students should be deemed appropriate under the guidelines of public scrutiny. Colleagues should always include at least a third individual in situations, activities, travel, meetings, etc., as to remain above reproach.

### STAFF CHURCH ATTENDANCE

All staff must confirm with the administrator where they are attending church, the staff member will be given a letter to take to their pastor to sign providing proof of faithfully attending and supporting a local church. The staff member must return to the administrator to be reviewed by the board. All staff must faithfully attend and support an



area church whose fundamental beliefs are in agreement with the statement of faith of this school. Hebrew 10:25. God calls us to be in community with others to grow in our relationship to Him.

### STAFF ATTENDANCE REQUIREMENTS

#### **I. SPECIFIC STAFF DEVELOPMENT DAYS:**

Before the start of school there will be 3 - 5 days scheduled for Staff Development and Classroom Readiness that all staff will be required to attend. These days are a part of each contracted staff regular duty while each hourly staff will be paid for the time spent. There will also be Professional Development times scheduled throughout the school year that each staff is expected to attend.

#### **II. PERSONAL LEAVE DAYS:**

A. **CONTRACTED STAFF** – Each staff member who is on a contract will get 13 personal leave days each year. Should ensuing one-year contracts be accepted, two options are offered:

1) Up to 6 of any unused personal leave days can be carried over (banked) for the following year to a total accumulation of no more than 30 days.

2) Payment may be requested at the end of the school year at the rate of \$50 per day for up to 6 unused days in lieu of banking them (1/2 time=\$25/day; ¼ time=\$12.50)

B. **HOURLY STAFF** – Full time staff only will have 6 days sick leave per year with no additional benefits.

#### **III. DAILY TIMES AND ROUTINES:**

A. **Daily Start Times:** All contracted staff are expected to start the school day at 7:15 a.m. with Staff Devotion Time starting promptly at 7:15 a.m. unless another assigned duty conflicts with this. Any variance in the daily routine can be discussed during this time. From 7:30 – 8:00 a.m. teachers can be preparing for the day in their classrooms or on duty with students.

B. **Daily Ending Times:** All classroom teachers are expected to stay in the building for ½ and hour after classes are dismissed. Monday – Friday elementary classes are dismissed at 3:15 p.m., staff will be on duty until 3:45 p.m.

C. **Hourly Staff:** All hourly staff are expected to be in the building prior to the start of your first scheduled duty.

### TIMEKEEPING

3) All Classified Staff must clock in and out on the hall computer in the ProCare timecard. If you have any issues with the timecard, please make sure to see the office manager immediately. It is your responsibility to clock in and out each day.

### PAY PERIODS

1) The pay period starts on the 26<sup>th</sup> current the month and runs through the 25<sup>th</sup> of the following month, pay checks will be distributed on the last day of the month in the form of a check. We do not do automatic deposits.

### PAY DEDUCTIONS

1) Valley Christian School will deduct Medicare, Federal Withholding, and Social Security. A W4 will be required to be filled out by each employee each year.

### EVALUATIONS

**I. TEACHER EVALUATIONS:** Administrators are required to observe students and teacher instruction in each classroom. All teachers who have been employed at VCS for three (3) years or less, will receive at least one formal observations per semester and one written evaluation per semester. Thereafter, every VCS teacher will receive one formal observation with a written summative evaluation performed by the administrator yearly. A formal observation requires the administrator to be in the classroom at least 30 minutes followed by a scheduled post observation conference to provide feedback.

**II. STAFF EVALUATIONS:** All non-teaching employees are to be evaluated no later than May 30 of the evaluating year and all evaluations must be submitted to the Administrator no later than June 1. The immediate supervisor of the employee is the primary evaluator. At the beginning of the evaluation period, the employee receives a copy of the evaluation form to be completed as a self-assessment and the results are shared with the supervisor

during the employee's review. Toward the end of the evaluation period, the supervisor completes the Employee Evaluation form and shares the results with the employee.

### PROGRESSIVE DISCIPLINE

- I. Valley Christian School intends to ensure that each employee is fully aware of the expectations for him/her regarding standards for Christian living, our responsibilities as Christian role models, and overall professional conduct as outlined in our Employee Handbook. We are committed to providing guidance and counseling throughout the academic year as well as giving individuals the opportunity to improve performance in a clearly outlined manner. It is the policy of Valley Christian School to administer fair and consistent discipline for violations of policy in the workplace or unsatisfactory performance. The goal is to ensure fair treatment for all employees and that disciplinary actions are prompt, impartial, and confidential. The purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future. Grounds for disciplinary action include, but are not limited to, incompetency, insubordination, neglect of duty, and policy violations. Disciplinary action may call for any of these steps: a verbal warning, written warning, suspension (with or without pay) or termination of employment, depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline will normally entail the following steps:

1. A first offense will require a verbal warning.
2. A next offense will be followed by a written warning, last and final written warning, and/or
3. probation. (And/or if needed suspension pending investigation).
4. A further offense may lead to termination of employment.

There are certain types of violations that are serious enough to justify a written warning, probation, a suspension, or termination of employment, without taking the usual progressive discipline steps. Progressive discipline is therefore not a guarantee and any of the steps listed above may be skipped at any time as appropriate.

### UNSATISFACTORY PERFORMANCE

- I. VCS provides an opportunity for employees to improve performance by accomplishing targeted performance-related goals. The Performance Improvement Plan is a separate step from progressive discipline and is used when an employee demonstrates an ongoing pattern of poor performance, resulting in failure to meet the requirements of the position adequately. The Principal will identify unsatisfactory performers, inform them of the situation, counsel and assist them with necessary improvements and advise them that failure to improve could lead to additional action up to and including termination. Failure to meet improvement goals or timetables while on a Performance Improvement Plan may lead to termination. Additionally, the repeated placement on a Performance Improvement Plan for the same or similar poor performance may result in termination. Performance Improvement Plans will be used when appropriate but are not a prerequisite to actions up to and including termination.

### BOARD MEETINGS

There are two types of School Board meetings:

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

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.

School Board meetings are conducted the second Monday of each month.

Parents and staff are welcome to attend the beginning portion of 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 meets in Executive Session, which is closed to the public.

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 school board president 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](mailto: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 detail 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.

### STAFF DRESS REQUIREMENTS

Dress of all school employees is to set a good example for students. Personal dress habits vary, but all school personnel are expected to conform to school guidelines for all school activities. Some guidelines are designed to encourage a professional look; others are to address the issue of modesty.

#### **I. SPECIFIC ISSUES FOR LADIES:**

- A. **Slacks and Capris** may be worn of an appropriate professional style with blue jeans allowed only on Fridays. Unacceptable attire would include: Work pants, leggings (unless covered by a long tunic), ragged or bleached jeans on Fridays.
- B. **Dresses and Skirts**  
Acceptable attire: Skirts no shorter than 1" above the knee, with slits no longer than 3 inches above the knee. Unacceptable attire would include: Sundresses or dresses that have spaghetti straps, tops with low necklines or backs (no cleavage, please), and tops with unfinished shirttails that are too short.
- C. **Make-up/Jewelry** – Modest and attractive makeup and jewelry brightens the day.

#### **II. SPECIFIC ISSUES FOR MEN:**

- A. **Shirts** - Male teachers are to wear either button down shirts or polo shirts. A tie is not necessary. No t-shirts during the teaching day except where exempted as per item V.
- B. **Pants** - Male teachers are to wear dressy slacks. Work pants are not appropriate and jeans can only be worn on Fridays.

#### **III. FOOTWEAR** – Sandals or shoes are to be worn at all times in the building and at school functions. No flip-flops during school hours.

#### **IV. HAIR STYLES** - are to be a traditional, conservative style and cut. This applies equally to men and to women.

- A. Length of men's hair may not exceed that stated in the student dress code.
- B. Length of ladies' hair shall not be excessively short or resemble a male crew cut.
- C. Men - Hair is to be combed and neat, facial hair neatly trimmed.

#### **V. PHYSICAL EDUCATION TEACHERS** - PE teachers may wear a knit shirt or sweatshirt. (Shirts with writing are to be appropriate.) Shorts must be no shorter than one inch above the knee.

### SUBSTITUTES

#### **I. SICKNESS** – If you must be absent from school call Mrs. Woehlecke. Her phone number is (307) 532-0369. Please call/text before 10:00 p.m. or after 6:00 a.m. Staff will follow the Exclusion from Class the list in the student/parent handbook on pack 16.

#### **II. TEACHERS**

- A. Substitute folder, lesson plans and substitute report form must be left on the teacher's desk for the use of the substitute teacher by **8:00 a.m.** It is the responsibility of the teacher who will be absent to see that it is here! Note clearly any special duties you have that day.
- B. The substitute teacher will leave a "Sub Report" on the absent teacher's desk telling what was accomplished and listing any behavior problems. After you (regular teacher) have read the "sub" report, initial it and pass it on to the principal within 24 hours of your return.

# SCHOOL OFFICES AND THEIR USE

## GENERAL

- I. **SENDING STUDENTS TO THE OFFICE** - Students sent to the office should always have a pass or note from the teacher. Students sent to the office for discipline **should always have a discipline form**. In such a case, be sure you tell the student to report to Mrs. Woehlecke. Please call ahead if a student is sent to the office to do homework or make up a test.
- II. **HEALTH NEEDS** - If a student has a health need that requires attention, it will be the responsibility of the secretary and/or the principal to determine what should be done. Teachers and aides do not call parents. That is done through the office

## TELEPHONES

- I. The school phones are business phones and may be used by teachers at any time, students and parents only in emergencies from the front office.
- II. Before a student is allowed to make a call using a cell phone or a school phone, he must have a pass from the teacher. Cell phones may be used by students only before or after school. **Cell phones that are out at times other than those specified will be confiscated and held in the office**. The first time this happens, the student may pick the phone up from the office at the end of the day. The second time, a parent must come to get the phone. The third time, the phone is kept at the school office until the end of the school year.
- III. No personal long-distance calls may be placed on school phones.
- IV. **Teachers and staff are not to use their cell phones in the classroom or on the playground for personal calls or texts**. If you need to make or receive a personal call or text, please step out of the classroom, leaving your class with an aide or call the office for backup. Cell phones may be used in your classroom during recess, if you do not have duty, or during any free period when there are **no students** in your classroom. Never on the playground when there are students present.
- V. For any disciplinary concern, only the principal will call a parent. Teachers will not text or call a parent without first discussing the matter with the principal. (Aides will not discuss any discipline issues with a parent.)

## VISITORS

Visitors who are parents or interested friends are welcome. All visitors (including parents) must report directly to the front office and sign in.

- I. **ADVANCE PERMISSION** - Any person who wishes to observe and visit classes are encouraged to contact the school office a day in advance so that proper arrangements can be made.
- II. **DOORS** - All school doors to the outside are kept locked. Take your key with you when you leave the building.
- III. **YOUNG CHILDREN** - (School age or less) should not be with parents during times that parents do volunteer work at VCS.
- IV. **GUEST SPEAKERS IN CLASS** - Teachers should notify the principal if they invite visitors or guest speakers even if they are parents into their classroom. When the guest, invited by a teacher, arrives, they must still report to the office and sign in when they arrive.
- V. **PARENT HELPERS** - Teachers may have parents who “help” in their classroom on a regular basis or from time to time. These “helpers” must be approved by the principal in advance. Parent helpers will need to report to the office and sign in.

## MAIL POLICY

Mail coming to the school will be considered “school” mail. The office staff will distribute the mail to the appropriate classroom teacher.

**INTRA-SCHOOL MAIL** - All teachers (full and part time) have school mailboxes. Items of a confidential nature need to be placed in envelopes. Please respect the privacy of each employee’s mailbox.

## SOLICITATIONS, PROMOTIONS, AND FUND RAISING

The school name may not be used in any type of solicitation, promotion, fund raising, or for any purpose without the expressed permission of the Principal.

- I. No outside individuals or organizations are permitted to make solicitations within the school, or in the school name. Directories or student lists may not be supplied.
- II. All solicitations and/or fund raising projects by persons, teachers, organizations, or classes within the school must be approved by the Principal.
- III. No literature of any church, person, group, or religious organization should be distributed in the school for the purpose of promotion of the group without the approval of the Principal. The administration may allow literature to “be available” for worthwhile activities or organizations.
- IV. Special announcements regarding the purchase or sale of items to benefit VCS families may be posted on a special bulletin board or in the weekly VOICE.
- V. **DONATIONS**
  - A. To the school - all donations made must go through the business office and are for general school use unless designated for a specific use. Donations will be acknowledged for tax purposes, properly labeled as school property, and the donors will receive a thank you letter.
  - B. To individual staff members - in order to maintain high ethics and professional integrity:
    1. Staff members may not receive gifts of money or expensive gifts from parents or students. Such gifts must be declined unless given anonymously or with administrative approval.
    2. In addition, staff members may not use their school position for personal gain through sales or solicitation to students or parents in any way without administrative knowledge and approval.
- VI. It is inappropriate for any staff member to contact a donor or supporter of VCS on behalf of another organization without advance school knowledge and approval.

## **CLASSROOM PROCEDURES**

### ATTENDANCE

The school attendance policies are explained to parents and students in the student handbook. Check these for complete details regarding the policies. The following procedures explain how we will implement these policies:

- I. **ATTENDANCE PROCEDURES** - Attendance records will be maintained by both the teacher and the office secretary by means of a daily attendance report.
  - A. The teachers are responsible for taking attendance and lunch count by 8:30 a.m. in Thinkwave in Bible class for K-9<sup>th</sup> grade, Preschool/Prekindergarten are to be taken in Language Arts reporting absences and tardiness. Any notes from parents of students in grades K-9<sup>th</sup> grade regarding attendance are placed in a file and kept by the teacher. This must be an accurate record. Include notes regarding early dismissal from school.
  - B. Only teachers or aides should take attendance (not students or parents).
- II. **TARDINESS**
  - A. **To School**
    1. A tardy student is anyone reporting to the teacher after 8:16 a.m.
    2. The student will need to have a pass from the office. School is to begin promptly at 8:15 a.m.
    3. Do not admit students after 8:16 without an office pass. A student who comes late due to a medical appointment will be tardy, but it will be excused with written verification from the doctor or parents. Any other cause of lateness to school will be considered an unexcused tardy unless the administration grants an exception.
    4. Students who come late due to school buses must report to the office before admission but are not counted as officially tardy.
    5. Three unexcused tardiness will result in an absence on the report card.
    6. Continual tardiness could result in after school detention.

## HALL PASSES

**Dismissing Students From Class** - Once classes have begun, students may not leave their class to go to the office, see another teacher, go to the restroom, or for any other reason without getting a written pass from their teacher. Only one student may leave a classroom at a time, unless a group is being sent to a specific place. This means if a student has been granted permission to go to the office, restroom, etc., no other student may be dismissed until that student returns. Any time a teacher gives a pass to a student to leave the teacher's class, that teacher is responsible for the student.

## LUNCH

### I. LUNCH DUTIES

#### A. INSIDE LUNCHROOM DUTY:

1. The teacher on lunchroom duty is responsible for making sure that each student who eats a hot lunch is marked on the lunch roster.
2. If a student brings their own lunch and has milk from the school that is also marked on the lunch roster.
3. If a "hot lunch" student would like a second milk that is recorded on the lunch roster.
4. The lunchroom duty teacher is responsible to keep order in the lunchroom. There is no talking among the students for the first 10 minutes of lunch. Then students are allowed to talk quietly to their neighbor. If the noise level gets out of hand the lunchroom teacher can call for no talking again.
5. Students have to raise their hands for permission to get seconds on hot lunches if the cook suggests there is enough for such.
6. The lunchroom duty teacher and the cook both need to monitor the politeness of each student encouraging them to use, "may I," "please," and "thank you" when appropriate.

### II. LUNCH PROCEDURES

- A. **Morning Records** - While taking attendance in the morning, Preschool – 9<sup>th</sup> grade teachers take a hot lunch count. Please mark behind each student's name appropriately in Thinkwave in comments Hot Lunch if the student is having a hot lunch. Lunch money should be sent to the office.
- B. **Lunchroom Procedure** – Childcare providers will gather students from each of the two classrooms and lead them to the restrooms where they will wash their hands and line up in an orderly fashion to enter the lunchroom at the same time.  
Each elementary classroom teacher needs to bring their class to the lunchroom after they have had a time for the restroom and washing their hands. Students should not be "sent" but taken through the hallway by their teacher.
- C. **PRAYER** - Thanks will be given to God before eating. We should encourage it to be done in as meaningful a way as possible. In childcare the children need to be sitting at the table ready for lunch and the childcare provider can lead in prayer or allow a student to pray. In grades kindergarten through five, the teacher will see that prayer is conducted as a class in the classroom before the student's line up for lunch.

**III. TEACHER SUPERVISION** - If students are left in the room while other children are outside for recess, the teacher is responsible for their supervision. If the teacher leaves the room, ask another teacher nearby to watch them.

### IV. LUNCH RECESS TIME

- A. When lunch is over the teacher on playground duty needs to report to the lunchroom to take the students outside. It is that teacher's responsibility to line the students up quietly, allow those who need to use the restroom the permission to do so, and insure that the students are dressed properly for outside activities (coats, mittens, boots, caps, etc.) All students should go out together with the teacher leading and assigning door holders.
- B. When students enter the building after lunch recess, the playground teacher must lead the way and classroom teachers must be at the door or in the hall to supervise. Students may not go to the restroom until they get to the classroom and get a pass.

## SECURITY IN CLASSROOMS

- I. **CLASSROOMS** - Students are not to be in classrooms in the absence of a faculty member for more than a few minutes. Advise students that if you are not in the classroom they must not go near your desk or any other areas you designate.



- II. **TEACHER DESKS** - Students may never sit in the seat at a teacher's desk or on teacher's desk.
- III. **GRADE BOOKS** - Protect your grade books. They are off-limits to students. Even in your presence, students should not look in your grade book.
- IV. **KEYS** - Never give a school key or a front door fob to a student.
- V. **OFFICE MEMOS/COMMUNICATIONS/PARENT LETTERS** - It is advisable that memos to you (personal or staff) should not be left on your desk for others to read.
- VI. **LOCKERS** - Students may never go into another student's locker.
- VII. **COMPUTER** – Never give your password to students.

### VALLEY CHRISTIAN SCHOOL 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 being retained as indicated in the preceding paragraph or at the request of the VCS principal.

## CONFIDENTIALITY

All school information is confidential and is of no concern to anyone other than the people directly involved. This includes conferences, discussions with board members or the principal about school matters, conversations among faculty and staff, and problems with any particular student or another staff member.

Information shared with teachers or other staff members may need to be relayed to the administration as well. It is not appropriate for a staff member to pledge to keep silent on confidential information shared with them by a student or parent if that information should be known by the employee's superior. Do not make such pledges. Ask the person to trust your judgment and confirm that you will keep silent unless it is necessary and/or advisable for you to share the information within the proper chain of authority.

Please be very careful never to discuss a student in the hallways or at the front desk. If you need to discuss a behavior with the principal go into a classroom or the principal's office for privacy.

## INCIDENT REPORTS

Any time there is a happening at school that may require an eyewitness report, a school "Incident Report" needs to be completed. Incident reports are needed whenever there has been an accident or injury involving students or employees. A report may also be requested for a serious discipline situation. Such happenings may occur during the school day or during school sponsored activities.

## STUDENT PICK-UP AND AFTER SCHOOL SUPERVISION

- A. Students in grades K-9th will be dismissed from their classrooms at 3:15 Monday-Friday. They should already have their homework and other items from their lockers before they are dismissed from their classroom. Each class should be led by their teacher to the front entryway. They do not go outside until a teacher has the recording clipboard and leads them outside.
- B. Each child should identify who is picking them up and tell the recording teacher specifically who is there. The recording teacher needs to have a visual of who is taking the child and record it at that time.
- C. If a child is not picked up by 3:30 they will go into childcare unless the parent calls to let the office know they will be late. The parent will not be charged childcare fees until 3:30 and then there will be an automatic half hour charge. At 3:30 the child may use the office phone to try to contact the parent. If that does not produce results the office staff will call emergency contact numbers until someone is found to pick up the child. The parents will continue to be called.
- D. A student may not be picked up by anyone other than who is on their pickup list filled out by the parents. The only exception to this is if a parent calls the office or sends a signed note authorizing a particular person to pick up their child on a one-time basis. Teachers may take students in their own car only in an emergency and only after getting verbal permission from a parent through the office.

## STUDENT TRAVEL

- A. **Mode** – A student in Kindergarten-9<sup>th</sup> Grade may not go home in any manner other than the normal manner without a written note from their own parents specifying full details such as transportation, etc. This includes walking home, going in someone else's car, etc.
- B. **Adults Picking Students Up** - Students in any grade K-8 may not be picked up by someone other than a member of our school family (students or parents) without written permission of their parents or administration. At any time a staff member has a right and responsibility to question who is picking up the student if it is not their own parent or one of our students.  
In cases of marriage separation, in which legal custody is given to one parent, we should question it if the other parent picks up the child and we have some doubts. In such cases, we can call and confirm the intentions/desires of the legal parent. Although this may be awkward, we can try to do it in as courteous a manner as possible.
- C. **Field Trip** - Permission forms are required any time a trip is taken away from school during the day or immediately after school. Exceptions to this include walking trips off school property (although the principal's permission is still needed), in town trips, and certain all-school functions approved by the administration.
- D. **School Activity Travel** - Students participating in school activities are required to travel together with the group to and from the activities, unless special permission is given. Exceptions may be granted to this under guidelines set up by the administration when there appears to be merit for such exceptions due to circumstances.

## TEACHER SUPERVISION RESPONSIBILITIES

Supervision of students on school grounds is an important aspect of our responsibilities.

**TEACHERS MUST BE ON DUTY WHEN THEY ARE SCHEDULED.**

If you are absent from school and you have “duty,” you must inform the secretary when you “call in.”

If you have duty at lunch or after school, you may leave with your class one minute before other classes are dismissed so you can be present when other students arrive.

## DISCIPLINE

Although we do have rules and regulations, true discipline is the internal discipline of willing submission, first to the Lord Jesus Christ, and then to adult authorities. Our ultimate goal is to bring every child to that internal spiritual discipline.

**Attendance at our school is a privilege, not a right.** Students need to treat the privilege with respect and appreciation. The following are the rules we follow in expressing our Christian values.

### **I. STUDENT CODE OF CONDUCT**

- A. Students are expected to respond with respect at all times when speaking with adults.
- B. Students must get permission to leave their seat once class has begun.
- C. Students must be respectful of others and the property of others, as well as the authority of the individual teachers and administrator.
- D. Students are not to be rowdy, run, and yell, etc., in the building.
- E. Hand holding will not be permitted on school property.
- F. All school activities will be chaperoned by teachers.
- G. 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.
- H. Students are not to bring radios, tapes, CD's, iPods, or others electronic devices, videos, or worldly magazines to school. These are also not allowed on the VCS bus (library trips, field trips, etc.).
- I. Students are not to throw snowballs on school property.
- J. Students are not allowed to chew gum at school.
- K. Students are not allowed to have any weapon or imitation weapon on the school grounds.
- L. The use of proper language is expected at all times.
- M. Students are to proceed from one class directly to another with no stops in between.
- N. 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.
- O. Students are to quiet themselves in classes or chapel.

### **II. POLICY ON VIOLENCE**

Any use of force, violence, or harassment will not be tolerated. Any of these will result in an immediate one-day suspension. A recurrence will bring a referral for expulsion.

### **III. OFFICE REFERRALS**

When a student is sent to the office for discipline, the following steps will be taken:

- A. The student will be dealt with from a spiritual standpoint if at all possible
- B. Disciplinary action will be imposed.
- C. A contact will be made with the parents by the administrator if it is deemed necessary.
- D. A disciplinary report will be filed.

Discipline/Behavior Concern Communication 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 Sent Home)**

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.

|  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>*Minor Classroom Disruptions</li> <li>*Minor Violations of Classroom Rules</li> <li>*Misbehavior in Restroom, Hallways, and/or Cafeteria</li> <li>*Missing Homework/Incomplete Homework/Not Prepared for Class</li> <li>*Dress Code Violations</li> <li>*Rough Play on Playground or During P.E. Causing Unintentional Injury</li> <li>*Verbal Arguments with Other Students/Staff</li> <li>*Off-Task Behaviors</li> <li>*Work Refusal</li> </ul>   |   |  |
| <b>LEVEL 2 - (BEHAVIOR<br/>WRITE UP Sent home)</b>   |   |  |
| <p>The following is not an exhaustive list. These behaviors are those that interfere with the learning of other students.</p>  |   |  |
| <ul style="list-style-type: none"> <li>*Use of Profanity or Inappropriate Gestures</li> <li>*Verbal or Written Aggression Towards a Student or Staff Member</li> <li>*Cheating/Lying</li> <li>*Rough Play on Playground or During P.E. Causing Intentional Injury</li> <li>*Physical Aggression Without Causing Serious Injury</li> <li>*Extreme Non-Compliance</li> <li>*Persistent Misbehavior in the Classroom (prohibiting instruction)</li> <li>*Persistent Misbehavior in the Restrooms, Hallways, and/or Cafeteria</li> <li>*Excessive Tardies (4 or more)</li> <li>*Property Damage</li> </ul> |   |  |
| <b>LEVEL 3 -<br/>REMOVAL FROM CLASSROOM/DISCIPLINE TEAM COMMITTEE<br/>REFERRAL</b>   |   |  |
| <p>The following list is not an exhaustive list. A student creating a hostile environment for a student/staff member or themselves must be removed from the classroom to the office.</p>   |   |  |
| <b>**Chronic is defined as 3 or more documented write-ups**</b>  |   |  |
| <ul style="list-style-type: none"> <li>*Physical Aggression Causing Serious Injury</li> <li>*Chronic Classroom Disruptions and/or Violations Of Classroom Rules</li> <li>*Chronic Cheating/Lying</li> <li>*Chronic Dress Code Violations</li> <li>*Chronic Misbehavior in the Restroom, Hallways, and/or Cafeteria</li> <li>*Chronic Use of Profanity/Inappropriate Gestures</li> <li>*Chronic Stealing</li> <li>*Extreme Property Damage</li> <li>*Bullying/Sexual Harassment</li> <li>*Chronic Tardies (7 or more)</li> <li>*False Fire Alarm</li> </ul>   |   |  |
| <b>LEVEL 1 CONSEQUENCES</b>  | <b>LEVEL 2<br/>CONSEQUENCES</b>   | <b>LEVEL 3<br/>CONSEQUENCES</b>  |
| <ul style="list-style-type: none"> <li>*Lunch Detention (Limit 3)</li> <li>*Parent Contact</li> </ul>  | <ul style="list-style-type: none"> <li>*After School Detention (Limit 3)</li> <li>*Parent Conference</li> </ul> | <ul style="list-style-type: none"> <li>*Discipline Team Meeting</li> <li>*Expulsion</li> </ul> |

**Behavior consequences are per quarter. If a student reaches a Level 2 "Out of School Suspension", the student and the parent will be required to meet with the Discipline Team and a discipline probation contract will be written up and signed by all parties.**

**VCS  
MIDDLE/HIGH SCHOOL DISCIPLINE LADDER**

**LEVEL 1 - REPEATED OFFENSES (VERBAL  
WARNING/WRITE UP Sent Home)**

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 AND/OR Violations of Classroom Rules
- \*No PDA (Public Displays of Affections) Between Friends AND/OR Dating Couples
- \*Misbehavior in Restroom, Hallways, and/or Cafeteria
- \*Missing Homework/Incomplete Homework/Not Prepared for Class
- \*Dress Code Violations
- \*Rough Play on Playground or During P.E. Causing Unintentional Injury
- \*Verbal Arguments
- \*Off-Task Behaviors
- \*Work Refusal

**LEVEL 2 - (BEHAVIOR  
WRITE UP Sent home)**

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
- \*Verbal or Written Aggression Towards a Student or Staff Member
- \*Cheating/Lying/Stealing
- \*No PDA (Public Displays of Affection) Between Friends AND/OR Dating Couples
- \*Physical Aggression Without Causing Serious Injury
- \*Extreme Non-Compliance
- \*Persistent Misbehavior in the Classroom (prohibiting instruction)
- \*Persistent Misbehavior in the Restrooms, Hallways, and/or Cafeteria
- \*Excessive Tardies (4 or more)
- \*Property Damage

**LEVEL 3 -  
REMOVAL FROM CLASSROOM/DISCIPLINE TEAM COMMITTEE  
REFERRAL**

The following list is not an exhaustive list. A student creating a hostile environment for a student/staff member or themselves must be removed from the classroom to the office.

**\*\*Chronic is defined as 3 or more documented write-ups\*\***

- \*Physical Aggression Causing Serious Injury
- \*Chronic Classroom Disruptions and/or Violations Of Classroom Rules

| *Chronic Cheating/Lying/Stealing<br>*Chronic Dress Code Violations<br>*Chronic Misbehavior in the Restroom, Hallways, and/or Cafeteria<br>*Chronic Use of Profanity/Inappropriate Gestures<br>*Chronic PDA (Public Displays of Affection) Between Friends AND/OR Dating Couples<br>*Extreme Property Damage<br>*Bullying/Sexual Harassment<br>*Chronic Tardies (7 or more)<br>*False Fire Alarm |  |  |
|---|--|--|
| LEVEL 1 CONSEQUENCES  | LEVEL 2 CONSEQUENCES   | LEVEL 3 CONSEQUENCES                   |
| *Verbal Warning (Limit 3)<br>*Parent Contact  | *After School Detention (Limit 3)<br>*Parent Conference<br>*Out of School Suspension (1 day) | *Discipline Team Meeting<br>*Expulsion |
| <b>Behavior consequences are per quarter. If a student reaches a Level 2 "Out of School Suspension", the student and the parent will be required to meet with the Discipline Team and a discipline probation contract will be written up and signed by all parties.</b>   |  |  |

### DISCIPLINARY ACTION

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

- Cheating/plagiarism\*
- 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

\* Plagiarism shall be defined as the appropriation of the words of another source (other than the student) and representing them as one's original work. Usually, infractions of plagiarism are handled by the academic teacher. The degree of plagiarism can vary from simple overuse to word-for-word copying of the entire report. Hence, the action taken by the individual teacher may vary from a simple warning comment to a reduction in grade, or to a failing grade on the report. If a student has plagiarized as intentional copying rather than an overuse of sources, it may be the cause for suspension.

### DETENTIONS

Lower-level misbehavior or chronic problems may lead to issuing of a detention. When a detention has been issued, a detention form will be sent home to the parents. The parents are to sign the form and return it the next day.

## **ACADEMICS**

### LESSON PLANS

A lesson plan book is provided by the school for each teacher unless the teacher desires a specific style, then they may purchase their own.



- I.** In making the daily lesson plan, be cognizant of the goals or concepts to be taught, mindful of methodology for achieving these goals, and plan an assessment to measure the achievement of these goals. VCS does not require “detailed lesson” plans on a daily basis. We do look for “weekly” planning. Be prepared to share what your goal is and how you are going to achieve it and measure the success of the goal. Each teacher is required to turn in a copy of the next weeks lesson plans on Friday preferably or Monday morning. Each lesson plan book must have copies of the following items in it for substitutes. Fasten them securely so they do not fall out during the year.

**A. Copies**

Teachers (PS, PK, K-9)

1. “Ideal” week schedule
  2. Class List
  3. List of books used in each subject
  4. Medical alert sheets\*
  5. Detailed year calendar
  6. Copy of elementary playground rules
- \* - Please, use duplicated copies that the office distributes.

**B. Procedures**

At the beginning of the year, these procedures will be kept in the lesson plan book and should include:

Teachers (PS, PK, K-5)

1. Conducting opening exercises
  2. Restroom use/schedule
  3. Description of lunch procedures
  4. Names of 2-3 dependable students
  5. Seating chart
  6. Procedure for sharpening pencils
  7. Procedure for distribution of paper
  8. Dismissal procedure
  9. Preschool, PreK, Kindergarten snack times
  10. Aide and volunteer readers schedule for your class
  11. Extra hall/recess duties
  12. Schedule of “special” subjects and where students go
- C.** “Special” teachers that do not have a classroom should include a copy of their guidelines. The PE and Music teachers should include a photocopy of their weekly schedule and lesson plans.

- II.** The lesson plan books should be left at school for a substitute teacher. Detailed plans are required when you are absent. It is your responsibility to get such plans to school by 7:30 a.m. on sick days and place them on your desk.

## GRADING GUIDELINES

### **GENERAL**

In grading our students we are evaluating their progress towards predetermined goals. It is important that we do so effectively so that the teacher, the students, and their parents all get good feedback and can adjust their efforts, strategies, and plans to improve their learning. The following are general principles teachers should follow.

**I. THE PARAMETERS OF GOOD GRADING:**

- A. Clarity** – good grading is easily interpreted. This means both the symbols and the system must be presented to students and parents on a regular basis and clearly communicated.
- B. Accuracy** – good grading is clearly related to desired progress. Validity is important – does the measurement demonstrate the quality, knowledge or skill intended? Reliability is also important. Tests or assignments must be of sufficient length that no one or two items can have too much power to sway the final grade. There must be a sufficient number of grades in a grading period for the same reason.
- II.** Tests and homework papers are to be graded and handed back as quickly as possible. Tests should be returned to students within a week of when they are taken. Homework papers must be returned before tests/quizzes are given. Reviewing tests when they are returned is also good learning strategy.

- III. We can make mistakes in computing grades. Neither students nor parents should feel that a grade may not be questioned. Rather, promote questioning if either have the slightest doubt. Review the criteria used for grading as well as the student's work.
- IV. Try not to have any "surprises" on the report cards. Students and parents should have a fairly good idea of their progress already. It is the teacher's responsibility to contact parents if the student has a below average work. This needs to be done in advance. If there are sudden drops on the report cards, there may be evidence of either a classroom or student problem.
- Students, who may fail a course for the marking period due to failure to prepare or complete work, should have a note of warning sent to their parents prior to the failure and the note should be returned, signed by parents. (Midterm Reports are ideal for this purpose.)
- V. **STUDENTS ARE REQUIRED TO TURN IN ASSIGNMENTS WITHIN THREE DAYS.** Teachers are to give the students a "0" if the assignment is not turned in within those three days. Nevertheless, the students are still required to complete the work and submit it to their teacher. Teachers may give extra credit; however, the extra credit may not raise the student's grade more than one letter grade and may not raise a grade or average above 100%. Late assignments reduce the grade: 10% if one day late, 20% if two days late, 30% if three days late. Any assignment more than three days late will receive a zero.
- Our school does require that any time a student receives a grade of below "C" (75%) or "average" on a test that a parent is required to sign the paper or a note signifying the parent has knowledge of the grade.

### SPECIFIC GUIDELINES

#### I. GRADING SYSTEM

- A. Percentages or letters may be used. Each department has its own system into which these grades may need to be translated.
- B. Grading Scale: The grade point average will be computed using the following numerical scale:
- |               |   |                        |
|---------------|---|------------------------|
| 1. 90-100 %   | A | Excellent Progress     |
| 2. 89-80 %    | B | Good Progress          |
| 3. 79-70 %    | C | Average Progress       |
| 4. 69-60 %    | D | Below Average Progress |
| 5. below 59 % | F | Failing                |
- C. In grading homework, the check (√) can be translated as follows:
- |   |   |   |   |       |
|---|---|---|---|-------|
| + | = | E | = | A     |
| √ | = | S | = | D - B |
| - | = | U | = | F     |

#### II. WEIGHTING GRADES

- A. There should be no weighting of grades unless the principal approves. This means that homework, quizzes, and test grades would be equal in weight except where √, √+ and √- is used to grade homework.
- B. **Class participation** may be graded on a daily basis as a part of homework or it may be averaged at the end of the marking period.

**Note:** Not all homework must be graded as long as the teacher has a consistent system for what is or is not graded.

#### III. SCALING OF GRADES FOR SPECIFIC TESTS

Minor scaling is allowed on graded items by 5-10 points for a test. Any scaling greater/more than that needs to be approved by the principal.

#### IV. SPECIFIC SUBJECTS AND HOW THEY ARE GRADED ON REPORT CARDS.

- A. **Kindergarten** - All areas of the Report Card are graded 1 - 2 - 3 - 4.
- B. **Grades 1 and 2** - Bible, Math, Reading, and English are graded A, B, C, D, F. All other subjects are grades E - S - N; P = Pass, F = Fail.
- C. **Grades 3-5** - All major academic subjects are graded A, B, C, D, F. All other subjects are graded E-S-N.

### REPORT CARD PROCEDURES - SPECIFIC GUIDELINES

#### I. ELEMENTARY

- II. TRANSFER STUDENTS** - A student who enters the class during the marking period may not have enough grades to be fairly evaluated at report card time. He could receive grades in some subjects but not in others. In any case, he receives a report card with a notation “entered school on \_\_\_\_\_” made in the column for that marking period and a written interim report from the teacher of the student who could not be issued a grade that marking period. Teachers may need to remind the office to give you a report card for the new student.

If a student drops out of our school, the duplicate card should be handed in to the office with a note.

- III. INCOMPLETE** - Incompletes may be given only in cases of absences in which there is not enough time left on the marking period for the student to be able to make up the missed work within school guidelines. When absent, it is a student’s responsibility to make sure that assignments are completed to the teacher’s satisfaction within a reasonable time period. Students who do not make up missed work within the guidelines will receive a “F” (0%) for any such work. In some cases, if this work is a statutory requirement for the subject, this may be the cause for him to receive an “F” for the entire marking period in that subject.

In case of prolonged illness, special consideration may be given on the report card at the discretion of the teacher. The “Inc.” on the report card is put on in pencil so it can be changed at a later date.

No student should have more than two weeks from the date issue of report card to earn a grade unless special permission is secured from the principal. The grade automatically becomes an “F” or “0” if work is not turned in. It is the responsibility of the teacher to see that the correct grade is given to the office.

### PROMOTION/RETENTION IN THE ELEMENTARY/MIDDLE (K-9)

In these formative years boys and girls learn the basic skills they must have as tools with which to attack and solve more difficult problems and attain further knowledge. Teachers must realize that differences in ages, personality, ability, background and the instruction encountered profoundly affect the way in which a child can absorb and profit from the learning experiences offered in the classroom. These also affect the rate students acquire the skills to be learned. These various factors examined through knowledge and experience of the teacher and principal considered with the input of the parents form the basis for deciding the best course of action.

Promotion or retention will be based on teacher recommendations with the concurrence of the school principal. The administration has final authority in the placement of students.

### GENERAL POLICY

Students who fail (F or below 60 % average for the year) one or more required subjects will be required to make up that deficiency. Students who are doing work consistently with three or more below average grades in any subjects (major or minor) may also be considered for retention. Usually a student with more than three D averages for the year is working far below grade level and will not be promoted. It is impossible to make up deficiencies of that number. Other students may be required to take additional work or make up work during the summer in order to make up some deficiencies.

In addition, some students may be doing passing work but may show academic deficiencies which will impede future progress, or show readiness and maturity deficiencies that may cause emotional stress and continual failure. These students may be considered for retention for their best benefit.

Promotion or retention will be based on teacher recommendations with the concurrence of the school principal. The administration has final authority in the placement of students.

### STUDENT RECORDS

Permanent record files are kept on each student. Student school records are kept in the office. The records should be examined by teachers early in September each year and may be referred to during the year.

Teachers will also be responsible for helping to see that these records are kept up to date.

- I. IMPORTANT - RECORDS SHOULD NOT BE TAKEN OUT OF THE OFFICE WITHOUT THE SECRETARY’S KNOWLEDGE. NO RECORDS MAY LEAVE THE SCHOOL BUILDING.**
- II. RECORD CHANGES THAT TEACHERS BECOME AWARE OF** - As parents inform teachers of changes in the student’s life, family, health situation, etc., the teacher must pass this information in to the principal’s office for the school records. Please do so by passing the information in written form.
- III. HEALTH RECORDS** - Separate health records are kept on each student in the office. Teachers may not view them. You would need to speak with the principal to see them.

## TEXTBOOKS IN THE SCHOOL

Please make a note of the following in regard to textbooks:

- I. All textbooks and learning materials are to be furnished by Valley Christian School, in order that the administration may approve the content.
- II. Students should be warned against defacement of textbooks. Severe violations may warrant the student's paying for the damaged books.
- III. The teacher will handle the distribution and collection of textbooks. Students are assigned the books by the number in them. The number system (in ink) and grading of condition of the book is used at the beginning of the year. A form for this can be secured from the office. Teachers should maintain this record with their lesson plan book during the year in case books are misplaced or damaged. They will be checked again at the end of the year.

## HOMework

### I. **PURPOSE**

The purpose of homework is to enhance the learning of the student and to reinforce subject matter and skills. It can be drill, review questions or enrichment work. Homework also has a function in teaching responsibility, self-discipline, and independence.

### II. **AMOUNT**

- A. Young children learn best under careful guidance by the teacher. This means the primary teacher would generally allow sufficient time for children to complete assignments in school. When work is given for home in these grade levels, it should be such as to encourage parent participation. This homework should be of an informal nature.
- B. In grades 3-5, more homework assignments are utilized but such assignments should not exceed an average **of 45 minutes total homework per evening**. Such work should be a teaching tool based on the students' interest and suiting the individual need.
- C. There may need to be a distinction between "class work" and "homework". Class work is assignments to be completed during class time. If they are not completed, they may be given as homework, but the total amount of time-spent working on school items should still not exceed the above guidelines per night. Studying for tests, quizzes, scripture mastery, etc. needs to be considered as part of the homework time.
- E. On nights of prayer meetings as well as on evenings of special school functions, such as student performances, special consideration to the amount of homework will be given by the teacher. In such cases, some assignments could be made several days in advance.
- F. Homework **WILL NOT** be given on Wednesday evenings as that is considered a church night with youth groups, Awana, and Collison Jr.

### III. **GUIDELINES**

- A. Assignments should be clear. Write the assignments on the board so there is no question about what is expected and when. Allow time for questions. Students in grades 3-5 are required to use an assignment notebook. This needs to be used daily to record assignments and then signed by parents when homework is completed.
- B. Homework must be completed and handed in on time. This includes daily assignments as well as major assignments. Homework must be ready by the beginning of the class on the day it is assigned. The grade will be docked for late work and credit will not be given for work not handed in by the third-class meeting after the due date. **In other words, work accepted more than 3 days late may not be given credit even if handed in by or required by the teacher, unless there is an excused absence (see IV below).**
- C. Any time homework (including writing sentences or writing essays) is given, the student must do it in an acceptable manner. Homework not done neatly or accurately should be rejected until it is done more carefully. The proper school heading must be used. The student's full correct name must be used.
- D. Make your homework meaningful – having a purpose.
- E. Gear the amount of drill to what is actually needed to gain the practice or demonstrate proficiency. For example: Do all 20 math problems in the book need to be done or will 10 accomplish what you desire?
- F. Homework should be checked by the teacher to see that it is done. If it is collected, it should be returned the next day with appropriate comments (two days maximum). It is not always necessary to put a "formal" grade on every assignment, but it is recommended that you make some type of mark on the paper showing that you looked at it.

- G. Avoid assigning homework as a disciplinary measure unless the homework is directly related to the offense. Otherwise, this practice tends to build resentment towards the learning situation.
- H. Sometimes a student will receive a failure for not doing homework when assigned. It is still highly advisable to have the student complete the homework in a satisfactory manner despite not receiving credit for it.

**IV. MAKE-UP WORK**

- A. If a student is absent, it is his responsibility to get all missed assignments and notes missed (grades 3-5).
- B. If the absence is excused, the student will be marked "absent" in attendance records, but there is no academic penalty, provided the student makes up the work satisfactorily within a reasonable time period.
- C. If a parent requests homework for an absent child, the office may inform parents that a day's notice is required. It is our feeling that a teacher should be allowed at least 24 hours to gather/prepare for such a request.
- D. Parents/students often request homework in advance when it is known that students will be absent. The administration recognizes that this can be a great imposition on teachers and often one that is not appreciated fully by parents/students. It is not required by the administration that such requests for assignments in advance be prepared. Discretion is left to the teacher in this matter.
- E. For an excused absence, a teacher may or may not require every written assignment that is missed to be made up. It is the teacher's option although consistency and fairness to all students must be shown.

ADMINISTRATION POLICY RE:

FORMS OF CHEATING AND DECEPTION

- I. **COPYING OF HOMEWORK** - is definitely cheating, but the student does not always realize the seriousness of it. Copying of homework on the first offense would be cause to receive a "0%" on the homework and the parents must be notified. The teacher is required to communicate such a first incident to the parents via a written note which is signed and returned to the student's file. This note must caution the parent that a second incident will bring application of the discipline system.
- II. **PLAGIARISM** - shall be defined as the appropriation of the words of another source (other than the student) and representing them as one's original work. Usually infractions of plagiarism are handled by the particular academic teacher. The degree of plagiarism can vary from simple overuse to word for word copying of the entire report. Hence, the action taken by the individual teacher may vary from a simple warning comment to a reduction in grade to a failing grade on the report. If a student has plagiarized as intentional copying rather than as an overuse of sources, that will be cause for suspension.
- III. **CHEATING ON A TEST OR QUIZ** - is often a more clear-cut case of deception to detect. Suspension would not be used for the first offense but a second incident of the same during that school year would be cause for application of school discipline. The teacher is required to communicate such a first incident to the parents via a written note, which is signed and returned to the student's file. This note must caution the parent that a second incident will bring application of the school discipline system.
- IV. **FORGERY OF A PARENT'S SIGNATURE BY A STUDENT** - is also considered a clear-cut case of deception. The teacher is required to communicate such a first incident to the parents via a written note which is signed and returned to the student's file. This note must caution the parent that a second incident will bring application of the discipline system.
- V. **FACILITATING ACADEMIC DISHONESTY** - Facilitating academic dishonesty occurs when a student intentionally and knowingly helps or attempts to help another commit an act of an academic dishonesty. Students who are found to have engaged in acts of academic dishonesty will be subject to the same discipline as the one receiving their help.

COMMUNICATING WITH PARENTS

Teachers must make every effort to communicate effectively and regularly with parents. This is a strategic element of our school. This communication must be in regard to student difficulties as well as routine communications for informative purposes.

- I. **ROUTINE COMMUNICATIONS** - Parents want to know the good things that are happening! Be very friendly and informative. Mention any ways parents could help or become involved. Mention special dates or deadlines. Be current!
- I. **STUDENT PROBLEMS** - must be communicated directly, honestly, and quickly, as well as tactfully to parents. The most effective action for correcting a student's problems seems to be getting the parents involved. When using written notes for problems, it is best to have parents sign the note and return it to you. A telephone call could also be used and never hesitate to request a conference. Care should be taken in the use of e-mail for this purpose. A "conference report" should be completed after an in person or telephone contact with a parent in which a problem is discussed. This is important to do.
- III. **PARENT CONTACTS** - If a parent contacts you, you are responsible for getting back to that parent within 24 hours after the time you receive it. We pledge to our parents that we will do so.
- IV. **STUDENT WORK** - Parents need to see samples of their student's work too. Student work in grades K-8 should be sent home at least once per week. Pages of consumable workbooks in these grades should be torn out and sent home.
- V. **NEWSLETTER** - A weekly newsletter called the "Voice" will be sent through electronically through Brightwheel every Tuesday. Parents should look for and regularly read the "Voice" to keep informed of school happenings, announcements, and the work of Christian education. **This is the official communication from the school to our students and parents. All-important announcements are made in it. Parents should require that students bring it home and should read it carefully.**

#### VI. CONFLICT RESOLUTION FOR STAFF/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 go directly to the person involved first. The grievance procedure for parents is as follows:

1. Meet with your student's teacher to discuss the conflict and prayerfully seek a resolution.
1. 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.

#### PARENT SIGNATURES

Because of our philosophy of complementing the home and working closely with parents, we have a responsibility to keep parents informed as to what is happening in the progress of their child. Report cards do this to a certain extent. Requiring parents to sign poorer papers also helps to alert parents more quickly to student lapses. The benefit derived in immediate student progress due to this procedure outweighs any difficulties in implementation. By setting definite and clear procedures, difficulties in implementation can be kept to a minimum.

- I. **STATEMENT** - All evaluations of student progress (written work, test, etc.) that result in an evaluation of D or F, or a "N" must be signed by at least one parent. It is suggested that teachers write on the paper "Please have parents sign this and return by date."
- A. It is best to have parents sign the actual paper so they can see your comments, the student's work, etc. (rather than the parents writing a note stating they "know" about it). Parents should sign each individual paper. It is not advisable to staple papers together and the parent only sign the top.
- B. Watch for possible forgeries. The signatures can be compared to the parents' signature in the office files. Keep these papers for future reference or have the student keep them in their notebook.
- C. If there is such a grade given for failure to hand in an assignment, this needs to be communicated as well. In classes such as PE where failure to dress or complete an assignment leads to a grade being docked to a failing grade, the teacher should notify the parents in advance as a warning of what is happening.
- D. E-mail communication may be used in lieu of "sign and return", as long as parents respond to the e-mail message.



- E. If your request for a parent acknowledgement is not answered, a phone call should be made.

### MIDTERM REPORTS

#### **I. ELEMENTARY GRADES**

Teachers are responsible for seeing that Midterm reports are sent home to parents in the middle of each quarter. These reports are designed so that the teacher has the opportunity to write out his/her comments about the student's progress and pass this evaluation to the parents.

**We strongly urge you to use midterm reports in communicating both problems and blessings to parents during the school year.**

Please be neat and professional. Handwriting should be your best. Watch carefully for correct grammar and spelling.

After you complete the interim report, please make a photocopy for your records and turn in to the principal's office.

### FIELD TRIPS/SPECIAL ACTIVITIES

We believe worthwhile field trips are a valuable teaching tool. Because we only have one school bus, we must very carefully schedule its use. **Any activity planned by a teacher for the benefit of his class or a group of students sponsored by him, must be approved by the principal. This includes recreational activities as well. Destination, time, manner, and nature of the activity must be approved.**

**ACKNOWLEDGEMENT FORMS** – Parents must be notified in advance of any class field trip by means of a written letter and the parents in return must acknowledge in writing on a form provided by the school (you) in order to have their child participate in such a class trip away from school during the day.

### ANIMALS AT SCHOOL

Due to Valley Christian School being a licensed childcare facility we are not allowed animals as class pets.

- I. STRAY ANIMALS IN THE PLAYGROUND** –Please have children stay away from all “strays”. Immediately notify the office. Do not try to catch or pet such strays.

**II. ANIMALS IN CLASSROOMS**

Pets - Students may not bring pets to school, unless there is special permission from the principal and appropriate precautions taken.

### BUILDING ITEMS TO NOTE

- I. WINDOWS/BLINDS** - Only teachers should operate pull-down map or blinds. Do not tape anything to the windows/blinds. Leave blinds at the appropriate height each night when you leave.

- II. TAPE/DECALS** - Do not put tape on any light fixture or on the chalkboard. Decals or contact paper are not to be put on any school furniture without approval; students may not put decals on lockers or desks.

**If you put tape on the floors, you are responsible for removing it the same day.**

- II. CEILINGS** - Do not put tape or tacks in the ceiling. Bent paper clips may be used to hang items from the ceiling tile frames. Heavy objects should not be hung from ceilings or lights. Hanging plants may be hung with regular ceiling tile hooks, by using a “main” ceiling tile support and by hanging from a correct height.

- IV. MOP** - There is a wet mop, bucket, and various types of mops kept in the cleaning room for your emergency use. Please return them as soon as you finish with them so others may use them.

- V. LADDERS** are available for in school use. Please return them to the proper storage area.

- VI. FIRE DRILL AND EMERGENCY PROCEDURE MAP** must be displayed at all times in each classroom. Please post by the classroom door.

**VII. USE OF WALL SURFACES**

- A. Do not staple or thumb tack into any doors or wood trim.

1. Wooden walls - Use plasti-tac or command strips.

2. Sheet rock - Use plasti-tac or command strips
  3. Block walls - Use plasti-tac or command strips. Wherever possible, use tack rails as an alternative.
  4. Thumbtacks should be used on bulletin boards.
- B. Make certain all tape and plasti-tac is removed when removing posters, etc.
  - C. Ease clips may be used on most surfaces except ceilings.
  - D. Staplers are not designed as heavy-duty staplers to staple into walls. Such use may damage the stapler and the wall.

**VIII. ELECTRIC APPLIANCES** - Electric appliances such as burners, coffee pots, refrigerators, microwaves etc., are not to be brought to school for use in classrooms. Radios and tape/CD players may be used but not be heard outside of your own classroom (including outside school hours).

**IX. CLASSROOM CLEANING SUPPLIES** - Each teacher is responsible for dusting and disinfecting your own classroom. Disinfectant cleaner concentrate is kept under the kitchen sink for use in your classrooms.

**X. CARPETS** - Clean up all spills with water right away. Spray carpet foam into spill and let it dry. Leave a note for the custodian to clean the spot that night. If the carpet has snags, cut them off close to the turf as soon as possible to prevent unraveling.

Preschool and PreK teachers vacuum their own rooms and throw carpets.  
Do **not** place tape on carpet.

**XI. CLASSROOM FANS** - Rooms that are not air-conditioned may have fans in the classroom. Students may never adjust fans or turn them on or off.

**XII. LIGHTS** - Florescent lights are kept “on” all day because it is more economical to run than to turn on and off. The opposite is true for incandescent lights.

**XIV. HEAT AND AIR CONDITIONING**  
Thermostats should not be adjusted by students. Report any temperature problems to the principal or to the office.

**XV. CHAIRS/DOOR STOPS** - Report chairs that have broken feet ends. Report doorstop’s rubber tips missing. Damage to the floor and walls result if these items are not reported.

## FACILITIES

### STUDENT TRAFFIC PATTERNS

#### I. STUDENT ARRIVAL

All Preschool and Prekindergarten students must be accompanied into the building by a parent or other parent approved adult and signed into the classroom. Elementary students arriving by automobile will be dropped off at appropriate locations in the parking lot or the sidewalk in front of the school.

Students are to go directly out to the playground before school. They will bring backpacks in when the playground supervisor escorts them into the school building. If the weather is not satisfactory to allow this, the supervisor will be in the all-purpose room until the school day begins.

#### II. ENTERING THE BUILDING

When entering the school building, students must go directly to their classroom. Students may not go to restrooms or get drinks at this time without a pass from their teacher. Only the front west entry will ever be used by students.

**Late Students** - If a student arrives “late” to school, he/she is to enter the building and immediately “sign-in” at the office.

#### III. EVENING DEPARTURE

In the evening, students will exit from the same door through which they entered each morning.

- A. Students must leave the building immediately at the dismissal bell.
- B. They are to go to their car immediately. They may not play on the playground.
- C. Students riding home by car must wait in front of the VCS building until their ride arrives

Teachers to be on duty may take their class one minute early to their designated duty location.

## RIGHT TO KNOW

Every chemical product used in our school has been analyzed and potentially known hazards have been documented. Such products are all to be properly labeled. If an employee comes across a product which is not labeled, they are requested to notify the office. An employee has both a right and a responsibility to know any known danger in chemicals that are being used.

There is a central file maintained in the school office listing material safety data sheets for all materials in the school. Employees are welcome to look up or to request such information about any chemical in their workplace for which they have questions about proper use, storage, or potential health risks.

## COMPUTERS IN SCHOOL

These are some institutional concerns and guidelines you must follow in use of school computers.

### **I. CARE OF COMPUTER**

- A. Dust is the number one enemy of computers. You must keep the computer area clean and dusted; chalk dust is very bad.
- B. Food and/or drink may not be used near the computer.
- C. The machine and all accessories are to be turned off each night.
- D. You are responsible for the care of this unit if it is in your room.

### **II. EDUCATIONAL USE**

- A. This computer is for educational use by student and teacher. It may not be used by students to play recreational games at lunch or other free times. Its purpose is educational.
- C. Students may not use the unit unless a teacher is in the room.

### **III. SOFTWARE**

- A. Do not allow students to bring in software from home to place in it or run on it.
- B. Only those designated may delete or add software.

### **IV. ACCESSORIES**

- A. Please use only those mouse pads that have been provided by VCS.

### **V. USE OF SPECIAL FEATURES**

- A. **E-mail** - Students will set up gmail accounts so they can use google docs for computer class. Do not open E-mail attachments unless you are sure of what is there and whom it is from.
- B. **Chat rooms** and other social sites may not be used by students.

### **VI. SECURITY**

**Password** - Never give your password to anyone. Guard your password from the eyes of others.

## GENERAL HEALTH AND SAFETY

Teachers should be alert to unsafe activities within the school. Accidents have a greater tendency to happen when students are left unsupervised and that lack of supervision can be a cause for a claim of negligence. Hence, students shall not be allowed unsupervised anywhere within the school building.

Please note these specific guidelines and procedures:

**I. MEDICAL FORMS** - Teachers can become aware of any medical problems of students by checking the files. A medical alert form is also distributed to all teachers at the beginning of the year relating students with special problems.

**II. EMERGENCY CONTACT BOOK** - A form signed by the child's parents is kept in the office in an "Emergency Contact Book." This form lists emergency procedures the parent wants followed and all emergency phone numbers. The notebook may never leave the office. It is there for use in case there is a problem.

**III. ILLNESS** - If a child becomes sick at school, send him to the office. Office personnel will take his temperature and determine if his parents should be contacted. (Teachers should not contact parents.) Be alert in the mornings to see if any student is not feeling well at the beginning of the day. Do not tell a student he may go home; leave that decision to the office.

- IV. **INJURIES – MINOR** - The pupil is to be sent or brought to the office so the nurse can administer first aid. Teachers should not administer first aid or treat injuries, abrasions, cuts, etc. Splinters should not be removed, blisters not opened, nor infections treated by teachers. Do not remove imbedded ticks. In case of an injury with blood, use latex gloves provided if it is necessary to touch the child.
- V. **INJURIES - SERIOUS** - If the injury involves a broken limb or an undetermined injury of a serious nature, the child should not be moved until medical aid arrives. Follow the school emergency procedure guidelines for serious medical emergencies.
- VI. **EMPLOYEE INJURY** - Any employee injured at work needs to report the injury via an incident report to the school office.
- VII. **EXPOSURE TO BLOOD BORN PATHOGEN** – If exposed to blood, report immediately to the school office and file report forms.

### MEDICINE AT SCHOOL

- I. Medicine may not be brought to school by students unless very specific instructions are followed. A clearly written note of instructions from a licensed physician is required. The note must include the name of the medicine, the dosage, frequency or time of administration, the student’s name, and current date. If all this information is on a prescription label, the label will suffice for a note. In addition, an authorization by the parents is also required. Forms for this purpose are available from the school receptionist.
- II. All medicine and pills of any kinds, except cough drops and lozenges, must be kept in the school health room or in school first aid kits. Pills that are vitamins, an herbal preparation, must be handled as medicine. Students may carry cough drops or lozenges with a parent’s note. No other medicine at any time should be on the person or with the belongings of a student.
- III. Staff members may not administer medicine nor allow students to self-administer medicine without administrative approval. External medicine of a non-prescriptive nature may be administered for bruises, cuts, etc., by the properly designated staff.
- IV. Internal medicine cannot be administered except by directives of both parents and physician. Designated school employees in the administration office may administer aspirin or Tylenol to students with permission from parents over the phone but permission must be secured for each incident. If a student requires medication daily, they need to bring a “Medication Pass” to come to the office.
- V. First aid kits are kept in specific areas. Gloves are provided in these kits. Use of the kits by staff members for students must conform to the school health, medicine, and emergency procedures policies. First aid kits are not to be used by students themselves. Staff members may not keep first aid supplies themselves in their rooms.
- VI. Do not allow any poisonous materials to be sitting around in your classroom accessible to students - chemicals, insect spray cans, rubber cement, etc.

#### TEACHER CAN HELP IN THESE WAYS:

- A. Send one student at a time unless the student needs help.
- B. Encourage students to come during recess rather than during class time.
- C. Always send a note with students to the office and describe the problem.
- D. Exercise discretion in determining whether a student tends to have health problems too much. We need to avoid excessive, unnecessary trips to the office.

#### VII. SEND A STUDENT TO THE OFFICE FOR MEDICAL AID WHEN THERE IS:

- A. Visible bleeding from an open wound
- B. Head trauma - hard impact or visible swelling
- C. Nosebleed
- D. Bee sting
- E. Nausea, vomiting, diarrhea
- F. Regular daily medications
- G. As needed medications, such as inhalers

- H. Injury to an extremity – possible sprain or contusion, bruising – occurring during school or activity hours. An injury taking place at home over the weekend or break should be carefully assessed before the teacher sends the student to the office.
- I. Eye infections or injuries involving the eye.
- J. Same complaint made over a period of time - Students should be sent to the office with a pass or a note explaining the problem. This will be helpful for accurate assessment.
- K. Lethargic student possible fever - If a student is acting out of character, falling asleep at the desk and they feel warm, they should be sent to the office for a temperature check.

### **VIII. STUDENTS WITH 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. 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.
4. 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 Office. A child may keep an EpiPen in his or her backpack only if a Student Self Carry Contact is on file with office.
5. Provide Emergency Contact Information. Provide emergency contact information to be held on file with the school.
6. 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.
7. Educate the Child. Parents must educate the 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.
8. 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.
9. 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)
10. 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 a reasonable accommodation to the student.

### HAND WASHING TECHNIQUES

Teachers need to teach these to students at the beginning of each year.

Medical authorities state that the one single thing that could be done to prevent illness in children is to stress the washing of hands. With this in mind, we provide these instructions given to doctors and nurses at a local hospital:

- I. Use continuously running water.
- II. Use a generous amount of soap. (NOTE: The soap provided in the hand-dispensers is an anti-bacterial soap.)
- III. Apply with vigorous contact on all surfaces of hands.
- IV. Wash for a minimum of 10 seconds.
- V. Clean under and around fingernails
- VI. Keeping your hands down, rinse them well with warm running water.
- VII. Avoid splashing.
- VIII. Dry well with paper towels.
- IX. Use a towel to turn the water off.
- X. Discard the towels into the trash provided for that purpose.

### SERIOUS MEDICAL EMERGENCY

If the school office is open, the office must handle any serious emergency. Contact the receptionist immediately who will notify the administration. Only if the office is not open shall the following procedures be implemented.

- I. **COMMUNICATION/AUTHORITY TO ACT** - School policy requires that parents be contacted first either at home or at work for authorization. Next contact the school principal.
  - A. If a parent is not available, the school personnel will check the emergency procedure forms on file for each student. This emergency contact book is kept in the office.
  - B. Should it be impossible to follow the parent's instructions or to contact other designated persons, the school personnel will have the authority to have the child treated by any licensed physician and/or surgeon who may perform such procedures or administer such medications as the emergency requires for the relief of pain or to preserve life and health. Each parent has signed their agreement to this.  
If it is not an emergency and treatment can wait, it is best to continue trying to reach one of the aforementioned authorities.
- II. **FIRST AID** - School personnel shall take what normal first aid treatment is required as specified in a Red Cross First Aid Manual.  
Caution in moving, transporting, or administering medication, is always required. It is required that transporting be done by certified medical personnel rather than an employee or parent. Do not move the student yourself unless the student is in life threatening circumstances.  
Medicine may not be administered by the school staff without clear, specific direction.



- III. **CALL 911** for an ambulance or medical help. If the injury is life threatening, you must also call 911 and state that it is a life-threatening issue.
- IV. **TRANSPORTATION** - in any serious injury, emergency medical vehicles shall be used to transport the students. It is advisable to wait for such transportation. Never move an injured student unless you are absolutely sure it is safe; it is best to have proper medical authorities do so.  
NOTE: A serious injury involves one in which the student's continued health of limb (or life) may be harmed or one in which injuries to several students have created a major health/safety crisis.
- V. **SUPERVISION** -
  - A. If you are with a group and have a responsibility for both the injured student and the group, you must ensure that the student is adequately tended and proper procedures are followed. If you have not been able to contact any parent or school authority in a serious injury, you become the responsible authority.
  - B. If the student has not been taken for medical examination, the school personnel must continue to observe and monitor the student's well-being for signs of difficulty that may develop.
- VI. **REPORTING** -  
Any major injury needs to be reported to the appropriate administration as soon as possible. A written report on the injury (incident forms are available) must be completed and turned into the office within 24 hours. Serious injuries should be reported immediately.

### AIDS - HIV VIRUS

- I. The Centers for Disease Control have recommended a set of universal precautions to help prevent the transmission of HIV. The following is a summary of the precautions that would apply to teachers.
  - A. **Gloves should be worn** for touching blood, body fluids, mucous membranes or non-intact skin (i.e. abrasions, dermatitis) and for handling items or surfaces soiled with blood or body fluids.  
Gloves are always available in the office.
  - B. Hands and other skin surfaces should be washed immediately if contaminated with blood or other body fluids. Hands should also be washed immediately after gloves are removed.
  - C. Surfaces contaminated with blood should be cleaned with a solution made from a one-to-ten dilution of household bleach.
  - D. Soiled clothes or linens should be bagged and washed in hot water with detergent.  
You need to be aware of these precautions for your own safety. Apply these safety rules in every situation. Do not assume that a student has not been exposed to the HIV virus.
- II. All matters such as HIV are required by law to be kept confidential. Failure to do so will almost certainly be consideration for a lawsuit.

### PLAYGROUND RULES

The following rules are compiled primarily to facilitate safety in our school operation on the playground.

- I. **GENERAL**
  - A. When whistle blows to come in, students must line up **IMMEDIATELY**
  - B. Entering the building, students walk orderly to their rooms, in single file, keeping to the right. Boys should remove hats.
  - C. Children may not go "in" and "out" of the building during recess or lunch periods. When a student leaves the building at lunchtime or after school, he may not re-enter the building without a pass.
  - D. Do not throw or pick up stones or sticks. This includes kicking stones, no throwing snowballs in winter. Digging in stones or sand (except in sand box) should not take place. Trees should not be climbed nor defaced in anyway. Do not pick flowers.
  - E. Cemented area on playground should be used only by those playing basketball, street hockey, etc.
  - G. No rough play, "play" fighting, tackling or tripping - not even pretending!
  - H. Animals are not allowed on the playground or to be brought to school. If a stray animal comes on the playground, students should leave it alone.
  - J. It is not advisable for students to bring toys to school for use on the playground other than sports equipment. The school or teacher cannot assume responsibility for such lost or damaged items.
  - K. Coats are to be kept on while outside unless the student's teacher specifically gives permission to take them off.
  - L. Students may not cross a street to get loose balls without teacher or playground aide's permission.

## II. WHAT EQUIPMENT MAY BE USED

Preschool and Prekindergarten students are permitted to play only on the Preschool playground. It has been state inspected just for 3 and 4 year olds.

Elementary students may play on the large playground or in the side lawn where the outdoor ball nets are located. Preschool and childcare students should not be on the large playground equipment.

## III. SPECIFIC PLAYGROUND APPARATUS

- A. **Slide** - may go down feet first, sitting up on bottoms only; only one person goes down at a time; no trucks, stones, sand, cars, on slide; no sliding down poles of slide. No gymnastics on the front bar atop the large slide.
- B. **Swings** - Only one child on a swing at a time; may swing straight only - no twisting chains; no jumping off or standing on swings; no kicking off shoes; climbing is not permitted on the poles at the end of the swings.
- C. **Sand Box** - No throwing sand or dumping it outside of box. Students may not dig in the dirt anywhere on the playground except in the sand boxes. They may not dig in gravel around the tree roots.
- D. **Climbing Bars** - Students cannot be on top of the parallel ladder while others are hanging underneath and the opposite is true; no jumping from one side of the bars to the other side.
- K. **Soccer, Baseball, and Football Net** - Swinging, climbing, or hanging on the posts that hold the nets is not allowed.

## HANDLING PERSONAL GROOMING/DRESS CODE ISSUES

The area of dress and personal grooming is a most personal and difficult area to address when there may be violations of school standards. The following items may be helpful in giving suggestions and guidelines:

- I. The school-standardized dress has been worked out “through much discussion.” There will never be agreement on all areas.
- II. The VCS standards are not God’s standards. They simply are the standards acceptable at this time and this place by general consensus. Anyone who does not agree with the standards should not be made to feel inferior or unspiritual. The willingness to obey and follow the standards is a matter that involves “character” and hence, has a spiritual dimension. Attitudes are important in this area.
- III. Often the standards are based upon trying to make it a “clear cut” issue. It is difficult to expect consistency if the standards are always open to interpretation. There always will be interpretative aspects but when possible, the standards have been set to reduce “interpretation.” Clue word: Sighing Hence, the reason some standards are drawn where they are drawn, is because that is a “clear cut” place - not necessarily that some variation would be wrong or bad.
- IV. Praise students who dress well. Make them feel good about their appearance.
- V. The teacher is the first person in addressing such problems the first thing in the morning.
- VI. Teachers and staff who see clear-cut violations during the school day should address the issue. For example, failure to be in correct standardized dress is such a clear violation. If it is an “interpretive” issue, you may find it advisable to talk to the principal. When in question, girls’ skirt length is to be not more than 3 inches from the floor in a kneeling position. Do the measuring in private. Male teachers should contact the school secretary for this purpose.
- VII. If it is an interpretation issue, approach a child privately first. We do not wish to make a spectacle of anyone. Approach them in a kind manner. They may “react” but your approach to them should be friendly.
- VIII. The child should be sent to the office if it is (1) a flagrant violation that was purposely done or (2) if the student and parents have been warned previously and it continues or (3) if the teacher is not sure about an interpretation. In such cases, the principal will hold the student out of class until a change of clothing is brought.
- IX. Male teachers should request the school secretary or a female teacher to address issues of modesty with girls.
- X. If you need help interpreting a standard, consult with your principal.

## CHILD ABUSE

Wyoming State Law requires that anyone having “reasonable cause (suspicion) to believe” there is child abuse to report the same to the Division of Youth and Family Services.

Child abuse and neglect include abuse physically or sexually, neglect, abandonment, or cruelty. Such abuse applies to a child under the age of 18 who suffers physical, mental, or emotional impairment.

- I.** The law protects persons making such reports with immunity from any civil or criminal liability. The law states failure to report may be a misdemeanor with a fine of up to \$500 or up to six months in jail or both plus the person could be liable for suit for failure to report. Clue word: Sappily
- II.** It is required not to discuss suspected cases with anyone (including other staff) except the school administration or the Division of Youth and Family Services.
- III.** The administration requests that employees take every reasonable precaution to avoid being alone with a student of the other sex in a closed environment.

## WORKPLACE VIOLENCE/BULLYING

- 1) Negative behavior exhibited by staff 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 administration. Consequences for this type of behavior will require verbal warning from the administration.

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 school administration.

Consequences for this type of behavior will require a verbal and written warning and will follow the progressive behavior policy.

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 not be tolerated in the workplace and termination may take place.

## 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 and termination will take place.

## SEXUAL HARRASSMENT

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 the Valley Christian School to create a learning and working environment that is free from sexual harassment and, therefore, the Valley Christian 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.

## NON-DISCRIMINATION CLAUSE

Valley Christian School does not discriminate on the basis of race, color, or national ethnic origin in the administration of educational policies, admissions policies, scholarship programs, and athletic, or other school-administered programs.

Marriage, Sexuality, and Gender Identity: I believe:

1. God has established marriage as a life-long, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. (Genesis 2:24-25,
2. Exodus 20:14, Exodus, 22:19, Leviticus 18:22-23, Leviticus 20:13, 15-16, Matthew 19:4-6, 9, Romans 1:18-31, I Corinthians 6:9-10, 15-20, I Timothy 1:8-11, Jude 7)
3. God created the human race, male and female, and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (Genesis 1:27, Deuteronomy 22:5)

Valley Christian School will recruit, hire, train and promote persons based on shared Christian values and beliefs. All employees must be believers, active members of a church, and sign, support and live out the Valley Christian Statement of Faith (see page 6, 7, 8, 9) and standards for Christian living, and further honor and adhere to Valley Christian School's policies, such as the mission, values, philosophy and goals set out in the introduction to this Handbook.

## COMMUNICATION PLEDGE

### 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.

