

Letter of Introduction

Dear Parents and Students:

We at Valley Christian Junior & Senior High School recognize that we stand in place of the parent during the school day. We believe that the school, the home, and the church all play an important part in training the young person in “the way he should go” (Proverbs 22:6). It is our desire to fulfill our obligation to maintain a positive Christian environment in order to maximize academic and spiritual growth. Therefore, our three-fold goal is to introduce each student to Jesus Christ, to seek to disciple each student to be an effective servant of the Lord, and to foster and maintain academic excellence.

The purpose of this handbook is to establish guidelines that will help our students be the best students possible while at Valley Christian, develop personal habits and values that will make them useful, productive citizens in the days ahead and provide an environment where these goals can be achieved.

May God richly bless you and your family as we partner in these pursuits.

Jane Kitchen
Principal
Valley Christian Jr./Sr. High

Contents

Foundations & Philosophy	
Our Mission	4
Statement of Faith	4
Educational Philosophy	4
Expected School-Wide Learning Results (ESLR's)	5
School Board	6
Admissions	
Notice of Nondiscrimination Policy	6
Application and Reenrollment Procedure	6
Reenrollment (Returning Students)	6
Open Enrollment (New Student Applicants)	7
Minimum Admissions Requirements	7
Admissions Timeline	7
Admissions After the First Semester	7
Tuition and Fees	7
New Student Probation	7
Academics	
Junior High Academics	8
Junior High Quarter & Semester Grades	8
Senior High Academics	8
Grading Policy	9
Senior High Quarter & Semester Grades	9
Final Exams	10
Grade Reporting Procedures	10
Dropping & Adding Courses	10
Placement	11
Standardized Testing	11
Advanced Placement (AP)	11
Concurrent Enrollment	12
Independent PE Credits	12
Requesting Independent PE	13
Corrective Action Plans & Academic Contracts	13
Academic Integrity	14
Campus Life	
Chapel	15
Bible Classes	16
Community Service	16
Standards of Conduct – Honor Code	16
Personal Appearance & Dress Code	16
Field Trip Dress	18
Closed Campus	18
Electronic Devices	19
Visitors on Campus	19

Senior Privileges	19
Student Activities	
Conditions of Extracurricular Activity	20
Senior High Dance/ Activity Policy	20
Sports & League Activities	21
Student Government – Junior High	21
Student Government – Senior High	21
National Honor Society	22
Organization of New Clubs	22
Eligibility for Senior Events	22
Attendance	
Unplanned Absence Notification	23
Tardiness	23
Cutting Class	23
Attendance & Sports Participation	23
Homework & Test Make-up Policy	24
Attendance Contracts	24
Discipline	
Verbal Warnings	25
Detention	25
Full-Day Detention	26
Suspension	26
Behavioral Contract	27
Expulsion	27
Administrative Review Team	28
Surveillance Cameras	28
Withdrawals & Transfers	28
Re-Admission	28
Couples on Campus	29
General Information	
Lunch	29
Office Hours	29
Cell Phones & Pagers	29
Lockers	30
Physical Education	30
Guidance	30
Transcripts	31
Prescription & Non-Prescription Medication	31
Fire Drills & Emergency Procedures	31
Driving & Parking on Campus	32
Grievance Procedure	33
Student/Parent Handbook Acknowledgement	

Foundations & Philosophy ---

Our Mission ...

Is to provide a college preparatory education from an evangelical Christian worldview that will equip students with the skills to flourish spiritually, excel academically, succeed vocationally, and thrive relationally in order to further God's kingdom here on earth.

Statement of Faith

Valley Christian Schools are interdenominational in attitude and emphasis. Each school board and staff member subscribes and adheres to the changeless Word of God as expressed in the following statement of historic evangelical Christianity:

- The Bible is the inspired, infallible, authoritative Word of God and is considered to be the guideline for daily Christian living.
- There is one God, eternally existent in three persons: the Father, the Son and the Holy Spirit.

Valley Christian Schools affirm faith in the deity of our Lord Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection and His ascension to the right hand of the Father, and in His ultimate personal return to this world in power and glory. Salvation is received through repentance of sin and through a personal faith in the Lord Jesus Christ.

Educational Philosophy

Total education is the pursuit of academic excellence and the fulfillment of each student's scholastic potential, and it is the moral and ethical discipline that enables each student to become a mature and responsible adult. As adults, we willingly accept the responsibility for and consequences of our actions, and we joyfully serve as agents of God's cause in this world.

Implementing this broad sphere of education requires the training of the whole person, body, mind, and spirit. According to Holy Scripture, parents are primarily responsible for rearing and educating their children. The school then functions as an extension of the home as it provides a structure for the dissemination of both sound educational information and scriptural moral principles.

This comprehensive academic, moral, and ethical development of the whole person can only be accomplished in a Christian school. The Christian school endeavors to educate for a "complete life" instead of

only teaching students how to make a living or how to adjust socially on a purely humanistic basis.

The establishment and operation of Valley Christian Schools is directed with this philosophy in mind.

Expected School-wide Learning Results (ESLR's)

In accordance with our ACSI and WASC accreditations Valley Christian Schools have implemented an annual emphasis on the one or more of the following ESLR's.

These learned abilities are central to our mission at Valley Christian School:

Think Critically and Solve Problems

- Apply, analyze, synthesize, and evaluate concepts across the curriculum.
- Apply creative and critical thinking to the problem-solving process.
- Apply thinking skills strategically

Communicate Effectively

- Express complex ideas and beliefs through writing, speaking, performance and media.
- Express personal points of view with respect.
- Express intellectual and artistic work that communicates quality and originality.
- Express ideas in a logical, organized manner using the most appropriate support.

Learn Independently

- Manage the reading of challenging material
- Manage learning and participating skills
- Manage retention and review skills
- Manage work-load

Apply Biblical Principles and Christian Worldview

- Develop an understanding of scriptural principles that lead to or maintain a personal relationship with Jesus Christ.
- Develop the ability to discern Biblical truth.
- Develop a worldview that is God-centered and Spirit-filled.
- Demonstrate Christian character.
- Defend Christian faith in a secular and non-secular environment.

School Board

Valley Christian Schools are under the authority of the School Board and ultimately the Board of Deacons of Valley Christian Center. School Board members are listed in the school directory.

Admissions

Notice of Nondiscrimination Policy

Valley Christian Junior/Senior High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

Application & Reenrollment Procedure

Applicants compete for space available by grade. Space available is determined by enrollment capacities in each grade (these figures are reevaluated annually by administration). When the enrollment capacity has been reached qualifying students have the option to be placed on the wait list.

Reenrollment (Returning Students Grades 7-12)

Students that were enrolled in Valley Christian Schools during the previous academic year and remain in good standing will be given the opportunity to participate in the *Reenrollment Phase*.

Open Enrollment (New Student Applicants)

Students who meet Valley Christian's Junior and Senior High School's *minimum admissions requirements* (listed below) will be submitted to a selective admissions process. The *admissions team* will use information provided in the application, letters of recommendation, admissions exam, and interview to select a group of students most qualified to succeed in the program. Acceptance will be based solely on a student's competitiveness amongst the present pool of applicants.

Minimum Admissions Requirements

- 2.5 Grade Point Average
- Test at or above grade level
- In good standing with current school
- Administrative Interview
- Completed and signed application and Affirmation Agreement

- Application fees paid in full

Admissions Timeline

January 7, 2008

Reenrollment Phase Begins: Reenrollment forms and fees will be accepted in the High School Office.

February 11, 2008

Open Enrollment Begins: Applications will be accepted and evaluated upon receipt of all required documents.

Admission After Start of the First Semester

If space is available, careful consideration will be given to qualified candidates who would like to enroll after the start of the school year. Qualified candidates must be in good standing at their previous school and demonstrate both an academic ability to enter classes that might be well into the quarter and a discipline record acceptable to the admissions committee.

Tuition and Fees

We require all of our parents to sign up for the FACTS tuition management program as part of the enrollment process. If funds are not available to be withdrawn as required and the account becomes past due, we request that the parent withdraw the student from the school. Students will not be allowed to participate in the reenrollment or in-house transfer phases of admissions if their account is not current.

A current fee schedule is available in the school office. The School Board reserves the right to change fees and policies. All tuition refunds are at the sole discretion of the administration and will be based on all facts and circumstances existing at the time of withdrawal or dismissal. Extra fees may be charged for some areas of study or activities such as: arts, sciences, sports or field trips.

New Student Probation

All students new to Valley Christian School will begin on probation. This probation covers the areas of academics, behavior, and attendance, and will last for one semester. During this time the student must maintain a GPA above 2.00 with no "F's" for all of the grading periods. If the student's grades drop below the minimum standards they may be asked to leave the school. The new student's behavior and attendance must also meet acceptable standards as determined by the administration.

The school administration reserves the right to dismiss a new student for any reason deemed appropriate by that administration during the period of this probation.

Academics

Junior High Academics

Valley Christian Junior High School is part of a private co-educational Christian school system from pre-school through high school. The Valley Christian Junior High is jointly accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). The Junior High curriculum and academic standards are designed to prepare students for college preparatory high school level courses. Some students enrolled at the Junior High are concurrently enrolled in High School courses in mathematics, science, and foreign language.

A full-time student at the Junior High school is enrolled in seven periods per day. Subjects include English, math, science, social studies, PE, Bible, and an elective.

Junior High Quarter and Semester Grades

The quarter grade is an average of the grades earned during the current quarter, including tests, homework, class work, projects, labs and participation; as the curriculum dictates.

- The semester grade is the simple average of the quarter grades. Each quarter is 50%.
- All courses will be reported in letter and numerical grade format.
- At the end of two weeks following the grading period, incomplete grades may be recorded as an "F."
- Students with a GPA below 2.00 will automatically be placed on a Corrective Action Plan or Academic Contract for the next school term.
- Any student in grade 8 who receives a 2nd semester F in English, Math, Science, or History shall be required to pass that subject or its equivalent in summer school in order to continue at Valley Christian. If the class is not being offered at VCJSHS, the student will be required to enroll in and successfully complete the course elsewhere before classes resume in August.

Senior High School Academics

Valley Christian High School is a college preparatory high school that is jointly accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). Graduation requirements are based upon the subject requirements for admission to the University of California and California State University

systems. Students must earn a minimum total of 250 credit units that include the following subjects:

- 40 units Bible
- 40 units History/Social Science
- 40 units English
- 30 units Mathematics (including Geometry and Algebra II)
- 30 units Lab Science (including one life and one physical science)
- 20 units Language Other Than English
- 20 units Physical Education (including Health)
- 10 units Visual & Performing Arts
- 20 units Electives
-
- 250 units

A student who is a freshman or sophomore at the High School is enrolled in seven periods per day. A Junior enrolls in a minimum of six classes. With approval from the Academic Advisor, some Seniors may enroll in a minimum of five classes.

Grading Policy

Valley Christian Junior/Senior High School’s academic year is divided into two semesters with grades given in each subject at the end of every quarter. The grading policy is as follows:

A+	97.0 – 100.0%	B+	87.0 – 89.9%	C+	77.0 – 79.9%
A	93.0 – 96.9%	B	83.0 – 86.9%	C	73.0 – 76.9%
A-	90.0 – 92.9%	B-	80.0 – 82.9%	C-	70.0 – 72.9%
D+	67.0 – 69.9%	F	≤ 59.9%	W/F	Withdrawal/
D	63.0 – 66.9%	I	Incomplete		Fail
D-	60.0 – 62.9%	W	Withdrawal		

Senior High Quarter and Semester Grades

The quarter grade includes tests, homework, class work, projects, labs, and participation, as set out in the course outline. The semester grade is a combination of quarter grades and the semester exam. Each academic class is required to have a semester final exam. The components of the semester grade are weighted as follows:

- Each quarter is 40%; the semester final is 20%.
- All courses will be reported in letter and numerical grade format. No credit units will be given for an “F”.
- At the end of two weeks following the grading period, any incomplete grades may be recorded as an “F.”

- Students with a GPA below 2.00 will automatically be placed on a Corrective Action Plan or Academic Contract for the next school term.

Grade point averages (GPA) are calculated for standard courses on a 4-point scale:

A = 4
 B = 3
 C = 2
 D = 1
 F = 0

Some Honors courses and all Advanced Placement courses are weighted on the 5-point grading scale as designated by the University of California. Courses currently receiving weighted grades are:

Art History AP	German IV AP
Biology AP	Physics AP
Calculus AP	Pre-Calculus Honors
Chemistry Honors	Spanish V AP
English Language & Literature AP	Statistics AP
English Literature & Composition AP	Studio Art AP
French IV AP	US History AP

Class ranking is determined by the cumulative semester grades in years nine through twelve.

Final Exams

Final exams are given for High School classes (with the exception of PE, Weight Training and Yearbook) at the end of each semester. Final exam schedules will be published and posted in advance.

Grade Reporting Procedures

All teachers post grades on the web-based program PowerSchool. Each student and parent is issued a password enabling access to grades. Students and parents are encouraged to regularly review progress on Powerschool. Official reports will be mailed at the end of each semester.

Dropping and Adding Courses

Student schedules will be distributed in August before school begins. Parents and students should review their schedule of courses.

Students or parents may request a schedule review if

1. Student has been enrolled in the wrong course due to clerical error.
2. Student has not been enrolled in the correct level of a course.

3. Completion of summer course work affects fall course selection, such as concurrent enrollment or AP summer assignments.

Students or parents may not request a schedule change in order to

1. Accommodate extracurricular activities, such as sports.
2. Specify particular periods of the day for courses.
3. Select particular teachers.
4. Schedule classes with student's friends.
5. Get out of school early.

The Academic Advisor must approve all schedule changes.

Placement

School policy is to remove any student from a math, science, or foreign language course at the end of first semester if the semester grade is an "F". A semester grade of "D" is passing, and the student earns 5 credit units toward high school graduation. Students in the "D" range may continue with the recommendation of the teacher.

Standardized Testing

Students at Valley Christian demonstrate their academic growth not only through grades but also by standardized testing:

- Stanford Achievement Tests - 8th grade (April)
- PLAN - 10th grade (April)
- PSAT - 11th grade (once a year in October)

Advanced Placement (AP)

AP courses require summer assignments to be completed before the start of school in August. Preliminary course work is covered in the curriculum during the first two weeks of class. Failure to complete summer assignments will disqualify the student for enrollment in the course.

All Advanced Placement students are expected to come to class fully prepared on a routine basis. Daily homework must be turned in on the date due; no late work will be accepted. Major assignments or projects will be reduced in grade 10% per day if turned in after the due date.

AP students are taking a college-level course for dual credit. Independent learning, personal integrity, and trust are essential to success in an AP course.

- Quotations and resources must be cited according to school standards and accepted forms.
- A student who dishonestly uses any electronic sources will be disciplined.

- Foreign language students may not use a translator.
- Plagiarism may be cause for a student to be removed from a course.

All AP courses receive weighted grades. In addition, the University of California grants weighted grades to Pre-Calculus Honors and Chemistry Honors. (Weighting does NOT apply to “Ds” or “Fs”.) If a student is struggling to achieve a low “C”, he/she should review critical skills: note-taking, reading, homework completion, and daily review.

Students enrolled in AP courses will take mid-term and final exams as in any other academic course at VCHS. In addition, students are expected to take the related AP exam in May. Colleges look unfavorably on applicants who do not take the AP exam unless a student has a compelling reason not to do so. *Therefore, any student who desires to be excused from an AP exam must meet with the Academic Advisor for counsel and approval prior to the end of the first semester.*

Each AP course costs \$128, which includes the test fee. Parents/guardians will be billed in September. In addition, students will purchase their own books in order to permit highlighting and note-taking in the text.

Concurrent Enrollment

Area colleges dictate that course selection at a college or other educational institution may not replace subjects available at VCHS. Course selection must be part of a comprehensive plan for high school curriculum that is documented in the counseling office and in the student’s cumulative file.

Students may receive dual credit for successfully completed college courses. The student must request an official transcript be sent from the college to the VCHS registrar. College courses will not be added to the high school transcript until an official record is received from the college. Report cards will not be accepted as a substitute for the college transcript.

Courses taken at another school for graduation credit at VCHS must be completed and the final grade report received by the end of the first semester of the senior year. Other institutions must be accredited and approved by VCHS administration.

Independent PE Credits

Students enrolled at Valley Christian High School are permitted to earn Physical Education credit to fulfill graduation requirements outside of the regular school programs. The following criteria must be met:

1. Student must be enrolled in an off-campus program not related to Valley Christian Schools that involves instruction, supervised practice, and competition. The following activities qualify for Independent PE credit: Ice Skating, Ice Hockey, Equestrian sports, Swimming, Dance, Gymnastics, Competitive Cheer.
2. Participation in league sports and personal training programs do not qualify for credit.
3. Student participation must be verified in writing by the coach or instructor. Student or parent may obtain a form from the registrar.
4. The official record must be submitted to the registrar within one week of the ending date of any semester.
5. Total hours per semester must at least equal total hours of class instruction available through regular enrollment in a VCHS PE class (75 hours).
6. Student may earn five (5) credit units per semester and will be graded Pass/Fail. No letter grades will be used.
7. The course *Independent PE*, a grade of *Pass*, and 5 credit units will be posted on the student's transcript after a written record signed by the coach or instructor is received in the counseling office.
8. Student must complete the Health requirement by enrolling in the class on campus for either the freshman or sophomore year, or by completing Health 41 online through BYU.
9. Junior high students may also request to be exempt from regular classroom enrollment in PE on the same criteria. If approved, the written record of PE hours signed by the coach or instructor will be included in the student's permanent record file.

Requesting Independent PE

1. Student and parent must meet with the school Academic Advisor to review criteria and graduation or promotion requirements.
2. The school Academic Advisor must approve the request for Independent PE prior to enrollment in the program.

Corrective Action Plans & Academic Contracts

The following procedure has been designed to assist students who fail to meet the Valley Christian Junior & Senior High minimum academic requirements.

Corrective Action Plan (CAP)

Students who earn a GPA below 2.00 during any grading period are placed on a CAP. The CAP will last for one quarter. The terms of the CAP include: mandatory meeting with the student, parent(s), teacher(s), and an administrator; develop a written and signed plan of action

specific to the student's needs; periodic monitoring and assessment of student progress by an administrator. Administrators, counselors, the athletic director, and appropriate coaches will be notified of students on a CAP.

Academic Contract

Students who earn a GPA below 2.00 during a semester grading period are placed on an Academic Contract. For the first nine weeks of the semester students are ineligible to participate in any extra-curricular activities which include sports, dances, gym nights, school social events, and special non-academic trips. The Academic Contract lasts for one semester (18 weeks). During this time the student is required to maintain a GPA at or above a 2.00 with no "F's". If the student fails to maintain these academic standards they may be required to leave the school at the conclusion of the semester.

Students may be on both a Corrective Action Plan and Academic Contract at the same time.

Academic Integrity

The educational program at Valley Christian is founded on a respect for intellectual property and a commitment to personal integrity. All work submitted by students should be the product of their own efforts and reflect their own abilities. A parent or tutor should encourage and help equip a student to do his/her own academic study.

The following criteria help define cheating:

- Copying another student's homework, lab assignments, or written work.
- Submitting work that was done entirely or in part by another person.
- Giving or receiving answers to test questions from another student.

In addition, plagiarism is also a form of cheating. Plagiarism involves representing another person's words or ideas as your own by not properly citing the source and giving credit to the author or creator. Students can protect the integrity of their work by learning how to properly cite sources and being diligent to do so on any project or paper.

The act of plagiarism violates our expectation that students exhibit ethical behavior as expressed in their academic work.

"Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording, particularly apt phrases, paraphrasing another's arguments and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only

direct quotations and paraphrases, but also information and ideas." (Joseph Gibaldi, *MLA Style Manual and Guide to Scholarly Publishing*, New York: The Modern Language Association of America, 1998.)

If a student has any concerns or questions about how to cite material for a particular assignment, the student has the responsibility to consult his/her teacher.

Plagiarism is cheating. It is academically dishonest as well as an ethical offense. It violates the school's mission and expectations for students, and will not be tolerated at VCHS.

Consequences for Plagiarism

First offense in any subject area: A grade of zero on the assignment in question with no opportunity to replace the grade, including extra credit work. A detention is issued and the student's teachers are notified.

Second offense in any subject area: In addition to a grade of zero on the assignment, the student will serve a one-day at home suspension and be placed on contract. The terms of the contract will be determined by the administration.

Third offense in any subject area: The student will be asked to withdraw from Valley Christian Jr./Sr. High School.

Please note: Plagiarism offenses will accumulate over the duration of the student's Valley Christian Junior and Senior High career.

Campus Life _____

Campus life is conducted in accordance with Biblical principles and a Christian worldview. It is predicated on a *system of honor before God* to ensure an atmosphere conducive to spiritual growth. In addition to classes, students are expected to attend chapel, homeroom advisory and class meetings when scheduled.

Chapel

Chapel is held once a week and is designed by students under the direction of a Chapel Coordinator. Chapel services are opportunities for worship and praise to God through music and testimonies, as well as teaching and sharing from the Word of God. Chapel attendance is required of all students.

Bible Classes

All students attend Bible classes as academic courses of study each semester they are enrolled in the school. Grades received for Bible courses are included in the student's grade point average.

Community Service

Just as Jesus Christ came to the world "not to be served, but to serve," Valley Christian students serve/perform community service each year. Grades earned in the third quarter of all Bible classes include credit for "community service".

Junior High students serve a minimum of six hours community service each year. Hours may be completed for a non-profit organization in the community or for a local church. Two (2) hours may be served on the school campus.

High School students serve a minimum of twelve hours each year. Students are required to work six (6) hours in the community for a non-profit organization and six (6) hours at a church (two of the six may be fulfilled on our campus). Participation in a mission trip with a church meets the community service requirement in full.

Standards of Conduct – Honor Code

Listed below are guidelines regarding student conduct while on campus, at any time, for any reason, or while attending any school related activity or sporting event. Students will conduct themselves at all times according to the highest Christian standards of honesty, integrity, responsibility and love towards all fellow students, staff and personnel of Valley Christian Junior/Senior High School. *This is an honor system.*

The administration of Valley Christian Junior/Senior High School reserves the right to dismiss any student who, in its judgment, does not conform either to the stated regulations governing student conduct, or to the expressed principles, policies and program of the school as expressed in this handbook or in any administrative directive issued during the school year.

Personal Appearance and Dress Code

Appropriate dress at school is a joint responsibility of students and parents. Students are expected to exercise modesty and good judgment in selecting wearing apparel. Clothing acceptable for school-wear must be clean, neat modest and appropriate for a learning environment. Dress code guidelines apply to every day dress; there is no special dress for Chapel days.

Clothing that is torn, threadbare, frayed or faded is not permitted. Shoes must be worn at all times, and slippers are not defined as shoes. Pierced ears are allowed for girls only. Any other body piercing or tattoos may not be visible at any time. Students are not allowed to arrive at school or attend class with unnaturally colored hair. Unusual hairstyles (i.e. mohawks, spikes, shaved heads, dreadlocks, etc.), as determined by the school administration are not permitted. Neither chains nor bandanas may extend out of pockets or other areas of clothing.

Clothing, jewelry, and personal items (backpacks, binders, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any insignia which contain inappropriate innuendo or double meaning, which bear drug, alcohol, or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic, or religious prejudice. Neither shall these items endorse or represent any band.

A detention notice will be issued for appearance and dress code violations. Students who are dressed inappropriately will be issued a lab coat to be worn, buttoned up, during the school day.

*Boys **May** Wear:*

- Collared shirts with long or short sleeves.
- Crew neck shirts with long or short sleeves.
- Outerwear limited to sweatshirts, sweaters, zip-up jackets, and winter jackets.
- Pants and shorts worn at the natural waistline in denim, cotton, wool, or corduroy.
- Hats and hoods except while in a classroom, assembly, or chapel service.
- Neat and trimmed hair, no longer than the top of the collar of a dress style shirt in the back and the top of eyebrows in the front. Sideburns may not extend below the bottom of the ear lobe with the exception of the Seniors.
- Facial hair that is neat and trimmed (Seniors Only). All other boys must be clean-shaven at all times.

*Boys **May Not** Wear:*

- Undershirts as outerwear.
- Pajamas.
- Tight fitting or excessively baggy pants or shorts.
- Athletic shorts, pants, or suits (i.e. basketball shorts, jogging suits, etc.).
- Any facial cosmetics.
- Any visible piercing or tattoos.

*Girls **May** Wear:*

- Pants and Capri pants worn at the natural waistline in denim, cotton, wool or corduroy.
- Shorts worn at the natural waistline in denim, cotton, wool or corduroy.
- Skirts and dresses that are not excessively tight or sheer. Dresses must cover the shoulders.
- Tops and blouses that cover the shoulders and are long enough to cover the midriff at all times (undergarments may not be visible at any time).
- Hats and hoods except while in a classroom, assembly, or chapel service.
- Earrings.

*Girls **May Not** Wear:*

- Tight fitting or excessively baggy pants, skirts, or shorts.
- Pajamas.
- Shorts, dresses, or skirts that are more than 4 inches above the knee.
- Athletic shorts, pants, or suits (i.e. basketball shorts, jogging suits, etc.).
- Low cut, backless, or braless tops.
- Any non-earring piercing or tattoos.

Field Trip Dress

Students should dress for field trips according to the nature of the trip. The proposed dress will be detailed in the “Field Trip Permission Slip” request form. The trip coordinator will check that apparel worn on the trip is in accordance with the guidelines provided. A student failing to dress according to guidelines provided will not be allowed to go on the trip.

Closed Campus

Valley Christian Junior/Senior High School strives to maintain a safe environment for all students and operates under a “Closed Campus” policy. Students are not allowed to leave campus during operating school hours without permission. Before leaving campus at any time prior to the normal dismissal bell, students must have a legitimate reason and present a signed note of permission from a parent or legal guardian and receive administrative approval. After checking out from school, if a student returns to school during that same day, the student must sign in at the main office. Failure to do so may result in a “cut” or “unexcused absence”.

Electronic Devices

Cell phones or music and game devices may not be used during class periods. If a teacher or staff member sees one of these devices during a class period, he/she will confiscate it and turn it in to the office. The following disciplinary action will be taken:

1st offense: device is kept in office for the remainder of the school day.

2nd offense: student receives a detention and the device is kept in the office for the remainder of the school day.

3rd offense: student receives a detention and device is only released to a parent or guardian.

Visitors on Campus

All visitors to the Valley Christian Junior/Senior High School campus must sign in at the main office. Student visitors are not allowed on campus during regular school hours without an application on file.

Visitors are to remain with their student host and adhere to all school policies and rules. Failure to do so will result in the visitor being asked to leave the campus.

All visitors are subject to approval by the school's administration, including former students. Students who have been expelled or asked to leave are not permitted to visit the campus for any reason.

Senior Privileges

Seniors may enjoy an "off campus" lunch on the first Tuesday of each month. Permission slips must be signed by parents and on file in the office in order for a Senior to participate. Seniors returning to campus late will lose their off campus lunch privilege for the following month.

The upper tier of the student parking area is reserved for Seniors.

Student Activities _____

Valley Christian Junior/Senior High School offers a variety of student activities including student government and athletics. High School students are encouraged to participate in theater productions, speech competitions, and the Academic Quiz Bowl. Social activities include school dances, Gym Nights, Homecoming, Junior/Senior Prom, and Grad Night at Disneyland. Campus clubs include the Technology Club, the National Honor Society, and Interact.

The junior high student council plans Junior High activities. Events have included dances, Gym Nights, bowling, ice skating, amusement parks, A's games, movies, rallies, and class competitions.

Junior High Activity Policy

All school rules apply to each activity (example: dress code, behavior). Guests (non Valley Junior High student) are not allowed at any activity.

Conditions of Extracurricular Activity Participation/Eligibility

- Some activities may require parental permission prior to participation.
- Participant must have been in school for a *minimum of four class periods* on the day of the event.
- Applicable fees (athletic, etc.) must be paid before a student is eligible.

Responsibility for certifying a student's scholastic eligibility for an activity or event rests with the student's coach, staff advisor, or the administration. School detentions or suspensions take priority over practice or events. A participant suspended from school is ineligible for any and all events during the period of suspension.

Senior High Dance/Activity Policy

All school rules, including dress code, apply to all activities. Dress code may be modified for Homecoming and Prom subject to administrative approval. Each student may bring one guest to a dance. Guests must remain in the company of their VCHS host student during the entire dance. Guest passes are due 3 days before the event in order to be approved. All guests must be approved by administration. The violation of any student activity policy may result in the student being required to leave the activity.

The following activities, not included in any course curriculum, are included in this policy:

- All athletic teams
- Cheerleaders
- Instrumental or vocal performances
- Dramatic performances
- Speech competitions
- Homecoming King, Queen and Court
- All High School Class Officers
- Associated Student Body, Interact, NHS, or any other administration-approved organization
- All other officially recognized clubs

Sports & League Activities

The sports program for the Junior High includes soccer, volleyball, basketball, softball, and cheerleading. High School sports include boys soccer, girls volleyball, and cross country in the fall; basketball and girls soccer in winter; and baseball, softball, boys volleyball, and track in the spring. Golf and cheerleading are yearlong sports.

Valley Christian Junior/Senior High School is a member of the California Interscholastic Federation (CIF) and, therefore, adheres to its standards. Before participating on any extra-curricular athletic team a student must:

- Maintain a 2.0 GPA with no F's.
- Submit a record of a current physical examination and a physician's statement clearing the student for athletic competition.
- File an annual CIF health statement and parental consent form with the school's athletic director. CIF regulations prohibit both practice and interscholastic competition without this card on file.

Student Government - Junior High

Activities for the Junior High student body are planned and executed by the junior high student council, under the direction of the junior high student activities advisor. The student council is elected in September and holds regular meetings to plan events for the school year. The junior high student council will follow its own constitution.

Student Government - Senior High

The Senior High student body maintains an active student council whose members are elected by the student body. The student council is referred to as the Associated Student Body (ASB). The ASB is composed of student body officers and class representatives as set forth in its Constitution and By-Laws. ASB holds regular weekly meetings to govern activities under the scope of the Constitution.

Elections are held in the spring of each year for the various ASB positions open for election at that time. All candidates must be approved by the administration and the nomination, election, and holding of office must be in accordance with the approved by-laws of the ASB.

Individual classes have their own elected officers and class organizations. Conditions of eligibility for nomination and election are subject to administration approval. To the extent that a class officer is also a member of the ASB, conditions of eligibility for that body take precedence. Each class has faculty advisors and plans its own activities during the school year.

National Honor Society

Membership in the National Honor Society (NHS) is an honor bestowed on individual students by the faculty and administration. Students must be at the 10th – 12th grade levels to be eligible for NHS. In order to be considered for NHS students must complete and submit an NHS questionnaire to the Director of Student Activities during the 3rd quarter. Selection is based on the following criteria:

- Scholarship
- Leadership
- Community Service
- Character
- Attendance

To fulfill the scholarship requirement, students must have a minimum cumulative scholastic average of 3.00 on a 4.00 scale. Active members must maintain the standards of selection and meet any other obligations established by the chapter. NHS dues are \$10.00 per year. NHS eligibility is renewed annually.

Organization of New Clubs

Any club or organization's mission statement, constitution, by-laws, rules of procedure, nomination and election procedures must be submitted for administrative approval. Additionally, if the club, organization, or activity has a connection to an outside body, or is affiliated with a county, state, or nationally operating organization, copies of that organization's documents must be submitted simultaneously. Documentary evidence that the Valley Christian club or group to be organized has become affiliated with the larger organization must be submitted. No changes may be made in any of the approved documents without administrative approval.

Upon initial administrative approval, the group involved, its advisor and the administration representative will do all that is required to get the organization up and running. The administration will act as an overseer and will attend meetings to provide guidance when requested.

Eligibility for Senior Events

Senior events include the Fall Camping Trip, Winter Ski Trip, Junior/Senior Prom, Grad Night at Disneyland, Graduation Breakfast, and Graduation ceremony. Senior activities celebrate the conclusion of four years of study and the successful completion of high school diploma requirements. These activities are privileges extended to members of the Senior Class who are in good standing and are not on a Corrective Action Plan, Academic Contract, or Behavioral Contract. Seniors who participate in these school-sponsored events are expected to uphold the school's standards for behavior and dress.

Attendance

Regular school attendance is necessary for good scholarship and protects the integrity of the diploma earned by the student and granted by Valley Christian. Every student has a responsibility to attend classes regularly and to be punctual.

The school strongly discourages vacations that extend beyond school holiday and vacation periods. Parents must consider the effect such vacation plans have on the student's ability to resume studies and the burdens placed on teachers.

Absence Notification

Whenever an absence occurs, a parent or guardian is required to:

- Contact the school office by phone at (925) 560-6250, by fax at (925) 828-5658, or by e-mail attendance@dublinvcc.org to the office by 7:30 AM on the day of the absence.
- Give the student's full name and the length of the absence, if known.
- If unable to contact the school by phone or e-mail, please submit a written note of explanation, signed by a parent or guardian, on the day of the student's return to school.

Tardiness

A student is late if he/she is not in the assigned seat when the bell rings. A student who is up to ten minutes late to any period is tardy. After ten minutes the student will be marked absent and called to the office where appropriate disciplinary action will be determined.

Students are permitted 6 tardies per quarter. Upon earning a 7th tardy a student will be issued a detention; student will also receive a detention for every additional tardy earned during the remainder of the quarter.

Cutting Class

Cutting class is a willful decision of the student not to attend class without prior approval of parents and school administration. This includes:

- Absence without contact from parent or guardian
- Failure to come to campus
- Leaving school without permission
- Staying out of a scheduled class or activity for more than ten minutes

Disciplinary action will be determined by the administration.

Attendance & Sports Participation

A student athlete must be in attendance for at least four class periods on a school day in order to participate during practice or in a game. This applies to the regular season as well as play-offs.

Home Work And Test Make-up Policy

The teaching staff at Valley Christian Junior/Senior High School may assign homework in each academic subject per school day. Students absent on the day work is due must follow classroom guidelines to make it up. Acceptance of late work and its subsequent point value are at the discretion of the teacher.

Students absent due to a single day field trip or sports event must make up missed tests by the end of the next succeeding school day. Tests missed for reasons other than field trips and sports events must be made up and their point value assigned in accordance with the teacher's classroom policy. Teachers may exercise discretion in the application of this policy.

Attendance Contracts

Excessive absences and/or tardies will result in the student being placed on an attendance contract. If a student exceeds ten absences for any reason during a semester they will be placed on an attendance contract. The contract will be signed by the administration, the parent/guardian, and the student, and contain such terms as the administration deems appropriate. Attendance contracts may affect extracurricular activities and continued enrollment.

Discipline _____

Enrollment at Valley Christian Schools is considered to be a privilege. Students are expected and encouraged to conduct themselves according to the stated policies of the school. Parents are expected to partner with the school in all matters of discipline.

Discipline is literally defined as "to train." Discipline involves guiding, molding, encouraging, teaching, reproofing and correcting – all with the goal of bringing about desired behavior.

When a student's conduct or manner does not correspond with the school's standards, disciplinary actions are undertaken in order to assist in correcting the behavior. The correction of behavior is accomplished by the following means:

- Verbal warnings
- Detentions
- Full-Day Detentions

- Parent conferences
- Behavioral contracts
- Suspension
- Removal of the student by voluntary withdrawal or expulsion

A discipline log is maintained for each student. Entries are made at the time of an infraction. Actions taken by faculty or staff members may not be reversed without the approval of the administration. The administration may employ one or more corrective measures simultaneously. The administration reserves the right to alter the penalty issued by a member of the faculty or a staff person, so as to maintain consistency and impartiality in the application of this code of behavior.

Verbal Warnings

Warnings are a simple means of drawing a student's attention to misbehavior. Any faculty or staff member at Valley Christian Center can give a verbal warning. Students are expected to respond immediately to the warning given. Failure to act accordingly will be deemed defiance requiring more serious action.

Detention

A detention is a disciplinary action that detains the student for one hour after school under the supervision of a designated staff member. A verbal warning does not have to be issued prior to the issuance of a detention. Students are responsible to serve their detention the week following the receipt of that detention – students have the option to serve the same week the detention is received. The white copy of the detention notification is to be signed by the student and the parent/guardian and turned in to the detention supervisor the day of detention.

The administration reserves the right to set the day, time, length and conditions of detention. The goal is to assure the student and the administration that the student understands the nature of the action meriting detention, why the student chose to act, and what behavior changes the student plans to make in order to avoid repetition.

Failure to serve an assigned detention will result in further disciplinary action, including a second detention. Detentions will accumulate over the school year. Students who receive repeated detentions will be reviewed by the administration. Actions may include parent meetings, behavior contract, suspension or removal from Valley Christian Schools. Detentions, full-day detentions or suspensions will be given for the following:

- Appearance/Dress code violation

- Cursing, profanity, or vulgarity
- Littering
- Defacing or destroying school or another student's property (Student will also be expected to pay to fix or replace damaged property.)
- Disobedience
- Disrespect to any teacher, administrator, staff member or fellow student
- Disruptive conduct on campus
- Fighting, rough housing or aggressive behavior (including play fighting)
- Forgery/Lying
- Inappropriate language
- Insubordination or defiance
- Leaving campus or a class without permission
- Public displays of affection – violation of “couples on campus” rules
- Students eating lunch or ordering lunch outside of their lunch period
- Such other inappropriate behavior deemed grounds for detention by an administrator
- Tardiness to more than 6 periods in a quarter.

Students may face further disciplinary action if deemed appropriate by the administration, such as full-day detention, suspension, behavior contract, or expulsion.

Full-Day Detention

A Full-Day detention serves as the consequence for a more severe behavior or accumulation of detentions as determined by administration. Students who are assigned a Full-Day Detention will report to the media center promptly at 7:50 am and end at 3:00 pm. During this time students may work on assignments and projects. Students will be given breaks for bathroom use and lunch separate from the regularly designated times – a student must bring their own lunch, they will not be given access to the snack bar. Students may not use laptop computers, headphones, or any other electronic devices.

Suspension

A suspension will be assigned to a student if prior disciplinary action does not promote a positive behavioral change in a student, or the nature of the behavioral infraction warrants such action. The duration of a suspension can range from one to three days. Students earning a suspension for any reason will be placed on a behavioral contract.

An “at-home” suspension is served at the student’s residence or some other location, which is subject to parental/guardian supervision. While serving a suspension a student is not allowed on campus during the period of suspension. It is the parents’ responsibility to arrange to have

the student's work picked up at school with the cooperation and assistance of teachers. Whenever possible, fax and e-mail should be used.

During the period of any suspension, students are responsible for all tests, assignments and work, which is due upon return to class or on the date specified by the teacher.

Suspension deprives the student of the privilege of attending class and interacting with fellow students. The student will not be allowed to attend or participate in any extracurricular activities on the day, or days, of the suspension. Failure to attend an assigned suspension or participating in extra curricular activities while on suspension will promote further disciplinary action.

Behavioral Contract

The behavioral contract is arranged by the administration with the student who has failed to show positive behavioral changes or committed a major school violation. The nature of the contract is a written agreement signed by an administrator, the student, and the student's parent/guardian stating specifically the terms that the student will uphold in order to remain at Valley Christian Junior & Senior High School. Violating the contract may lead to permanent dismissal (expulsion) from Valley Christian. Students on such a Behavioral contract are ineligible for all extracurricular activities while on contract.

Expulsion

The following are examples of, but not limited to, reasons justifying immediate expulsion:

- Cheating/Plagiarism
- Creation, maintenance, or participation in any web site that contains material derogatory to Valley Christian, or any of its students or employees
- Deliberate abuse of school or another's personal property
- Harassment (including sexual harassment), threats, (verbal, physical, or electronic), to or about faculty, staff or another student
- Inappropriate sexual conduct
- Inappropriate use of media devices on campus
- Initiating or participating in the initiation of a false fire alarm
- Physical or verbal assault/battery against any person on campus
- Possession of or showing others obscene or inappropriate media
- Possession, use, or sale of illegal drugs, alcoholic beverages, tobacco products, controlled substances, drug paraphernalia, weapons, firearms or knives/weapons
- Stealing

- Such other behavior that in the opinion of the administration warrants removal of a student in order to protect other persons and property at Valley Christian
- Two or more suspensions

Students expelled will not be allowed to visit the school campus or attend any school-sponsored activity or event. Students who voluntarily withdraw at the request of the administration must seek and obtain written permission from the administration before being allowed on campus. Persons violating this provision may be referred to the Dublin Police Department.

Administrative Review Team

Our goal is to create a community of students who value and positively contribute to our program. The administrative review team annually evaluates the performance and contribution of students who have been identified as failing in the areas of academics, behavior, or attendance. The team gathers input from teachers, administration, coaches and any other staff that have been involved with students under review in order to accurately evaluate the student's potential for future success at Valley Christian Jr. & Sr. High School.

Surveillance Cameras

Valley Christian Center is equipped with surveillance cameras that are active 24 hours a day, 7 days a week. Valley Christian Center and schools reserves the right to employ such cameras to enforce codes of conduct as outlined in this handbook. All activities that are recorded are subject to review by administration.

Withdrawals & Transfers

In the event of a withdrawal or transfer, necessary forms must be completed in the office including a form for parents to complete. Parents must meet with the Registrar to process transferring or withdrawing a student from the school. Using a prescribed form to be signed by each teacher, students must obtain withdrawal grades up to the exit date and submit the completed form to the Registrar. In addition, all textbooks and other school property must be returned.

Re-Admission

A student who has withdrawn by request of the school administration may apply for re-admission after a waiting period of no less than one full academic year following the date of the expulsion or withdrawal. Evidence of satisfactory adjustment must be presented. The school administration has absolute discretion regarding all matters relating to readmission.

Couples on Campus

Students at Valley Christian Junior/Senior High School are expected to honor and respect one another in a manner that exhibits the highest Christian standards. At Valley Christian Junior/Senior High School, we desire to provide an atmosphere that promotes healthy avenues of expression of friendships among couples and reflects Biblical standards of morality.

The following guidelines are to help provide a proper environment for the growth and development of friendships among couples. These guidelines are to be followed at all times while on campus, before, during and after school hours:

- Junior High couples are to refrain from any displays of affection.
- Senior High couples may walk hand-in-hand; however, students are required to refrain from inappropriate physical contact.

Students violating the “Couples on Campus” policy will be referred to the Vice Principal. Discipline may include detention, full-day detention, suspension or behavior contract, depending on the nature of the public display of affection, other similar occurrences and disciplinary record.

General Information _____

Lunch

Students may either bring a lunch or purchase their lunch or other food items at the lunch area. Food is available for purchase five days a week. Students purchasing/eating lunch must do so only during their assigned lunch period. Students are to eat in designated lunch areas and are responsible for keeping eating areas clean and orderly. Junior High students are asked to eat lunch in the Fireside Room.

Office Hours

The school office is open from 6:30 AM – 5:00 PM on school days. Only messages of urgent importance will be delivered to students. Students will not be called out of class to take phone messages, except under unusual/emergency conditions.

Cell Phones and Pagers

These and similar communication devices are not to interrupt the educational environment of the school in class or on field trips. Students are not allowed to make or receive electronic communications during class times, including silent rings, vibrations, etc. Cell phones will be taken from students who use them at inappropriate times (see Electronic Devices for discipline policy). Students may use a cell phone only during

non-class times. In order to not disturb classes, parents are asked not to call students at any time during class hours. In an emergency, parents may call the school office, and the student will be contacted.

Lockers

Students are issued one locker for the school year. Decorative materials that may be easily removed and are consistent with the school's philosophy may be used. Authorized school personnel may inspect school lockers at any time.

Students are advised to guard their personal possessions. The school is not responsible for lost/stolen items. Students should not bring substantial amounts of money or items of great value to school. Valley Christian has no liability for loss/damage to student property left in a locker.

All students must use the lock that is on the locker at the beginning of each year and keep it locked. Changing lockers is not permitted without a school administrator's authorization.

All lockers must be cleaned at the end of student's use. Assessments will be made for the cost of cleaning or repairing a locker left unclean or damaged.

Physical Education

A note from a parent or guardian is necessary for a student to be excused from participation in physical education. This note will remain in effect for one minor illness/injury only, to a maximum of three consecutive school days. After three days, a doctor's verification is required. Students may be required to "dress out" for PE even when a parent note is brought excusing or limiting the student's activity. Only appropriate, approved clothing is permitted for PE courses. PE lockers are assigned by the PE department and must be kept clean of food and drink.

Guidance

During their years of education, students may encounter problems – spiritual, personal, social, or academic – that they do not feel equipped to handle on their own. Valley Christian staff members believe they have the responsibility to assist students through these difficult periods. The Youth Pastor and faculty members make themselves available to speak with students regarding their individual needs and to help whenever possible. Students should feel free to approach faculty and staff in these matters.

The Academic Advisor assists students in selecting courses and designing an appropriate academic program. Academic guidance counseling is available to assist students in successfully completing high

school course requirements and preparing for careers and/or colleges. Catalogues and brochures from various colleges and universities are available for student review in the Media Center. College entrance exams and scholarship information are also available in the Media Center.

Transcripts

The registrar handles requests for transcripts. Parents or students must submit a transcript request form for both official and unofficial copies of transcripts. Transcript request forms are available in the Counseling Office or High School Office. Transcripts will be processed within three (3) business days.

Prescription & Non-prescription Medication

No school employee is permitted to administer medication (prescription or over-the-counter medicine) to a student without written parental consent. If medication needs to be taken during school hours, parents must complete and sign an "Authorization for Administration of Medication" form and submit it to the school office. *Verbal permission will not be accepted in lieu of written permission and instructions.* In addition, prescription medication must be provided in the pharmacy container and non-prescription medication must be provided in the original container. Only designated school personnel will administer medication. "Authorization for Administration of Medication" forms may be obtained through the office and must be renewed each year.

The school does not keep a supply of non-prescription pain relievers or medication on hand for students' use, nor does the school allow students to carry or administer their own medication. Students failing or refusing to take medication pursuant to these rules are subject to dismissal from school.

Fire Drills & Emergency Procedures

Whenever a fire alarm sounds, students are to follow fire drill directions given by school staff. If students are told to evacuate the building, they should do so quickly, quietly, and in an orderly fashion, directly to the area designated by their teacher. Students are to remain with their teacher during the alarms, evacuations of, and re-entries into the building.

During an earthquake (or like emergency), students are to take the "Civil Defense Position":

- Drop to the knees
- Clasp both hands behind the neck
- Bury the face in the arms
- Make the body as small as possible
- Close eyes

- Cover ears with forearms

This position should be taken under desks or other furniture, with backs to the windows. Students outside of buildings should move away from trees, buildings, or exposed wires and take the “Civil Defense Position.” *A student found to have participated in the ringing of a false alarm on campus may be dismissed from Valley Christian.*

Driving and Parking on Campus

Students must register their cars in order to park on campus. If a student changes their vehicle they must notify the office. Forms are obtained from the high school office. Each student driver will be issued a portable parking pass that must be displayed in the front window of the vehicle anytime it is parked on campus.

- Students are to obey all posted speed limits, traffic signs and the directions of school staff/personnel at all times while entering, driving on or leaving the campus. Students must identify themselves when asked.
- Students are to park in the student parking lots only and are to occupy one parking space only. Level one (closest to school) is reserved for members of the Senior Class.
- Students are not to park in a designated “FIRE LANE,” or “NO PARKING” lane, and must park within lined parking stalls.
- Neither students nor parents may park in handicapped spaces without the appropriate DMV issued placard or license plate.
- Students driving off the paved area, doing “wheelies”, “donuts”, or using excessive speed when pulling out of parking spaces or the parking lot may have all parking privileges revoked and be subject to administrative review.

Drivers failing to obey these rules are subject to having their car towed at the owner’s expense; and for:

1st offense: student loses campus-parking privilege for five (5) consecutive school days and serves a full-day detention.

2nd offense: student loses campus-parking privilege for up to nine (9) consecutive weeks of school and is placed on a behavioral contract.

3rd offense: revocation of campus parking privilege for balance of school year and may be asked to withdraw from the school.

Grievance Procedure

The Valley Christian School grievance procedure is based on the Biblical principle set forth in the following scripture: Matthew 18:15-17.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

Steps for handling a complaint about a policy, procedure, or employee of Valley Christian School:

1. The parent and student meet privately with the Valley Christian employee immediately involved with the complaint to seek the resolution, with a spirit of reconciliation.
2. If unresolved, the parent meets with that employee and the principal to seek resolution with a spirit of reconciliation.
3. If unresolved, the principal informs the chairman of the school board who may form a grievance sub-committee.
4. The problem is presented to the sub-committee who calls upon the parties involved as necessary, all in the spirit of reconciliation.
5. If unresolved, the problem is presented to the entire school board for a resolution. The school board may call upon the parties involved as necessary, all in the spirit of reconciliation. The decision of the school board is final.

Student Name: _____

Date: _____

Student/Parent Handbook Acknowledgement Valley Christian Junior & Senior High 2005-2006

I, the undersigned, acknowledge that I have received, read, understand, and agree to the policies and procedures of Valley Christian Junior and Senior High School as provided in this Student Parent Handbook. I agree to comply with these policies and procedures in their entirety. If at any time I develop a grievance with these policies, procedures, or the implementation thereof I agree to follow the grievance procedure as outlined in this handbook to resolve such a circumstance.

Signed,

Student Date

Parent/Guardian Date

Parent/Guardian (second signature optional) Date