

Table of Contents

VCHS Faculty and Staff	Inside front cover
Table of Contents	1,2
Introduction	3
Mission Statement	4
Statement of Faith	4
Philosophy of Education	4
Statement of Objectives	5
Foundational Positions	5
Bible Teaching Positions	5
Genesis Doctrinal Statement	5
Admissions Policy	6
Academic Information	6
Graduation Policies	6
Graduation With Distinction	6
Graduation Requirements	7
Advanced Placement	8
Placement Testing	8
Minimum Academic Load	8
V.I.N.E. Program Graduation Requirements	8
Grades, Transcripts, and Honors	8
Grade Point Average	8
Grading Scale	8
Semester Grades	8
Citizenship Marks	9
Community Service	9
Incomplete	9
Failures	9
Academic Probation	9
Honor Roll	10
Valedictorian and Salutatorian	10
Junior Marshals	10
Scheduling	10
Schedule Changes	10
Loss of Course Credit	11
Transfer Credits	11
Retaking A Class at VCHS	11
National Honor Society	11
Attendance Policies	11
Attendance Philosophy	11
School Hours	11
Reporting Absences	11
Attendance Standards	11
Makeup of Work Missed During Absences	12
Tardiness Policy	12
Minimum Attendance for Extra Curricular Activity Participation	13
Student Conduct	13
Discipline and Scripture	13
Student Rights and Due Process	13
Means of Discipline	14
Probation	14

Detention	14
Suspension	14
Withdrawal	14
Administrative Withdrawal	14
Expulsion	15
Lifestyle Commitment	15
Specific Items	15
Dress Code	16
Specific Dress Code	17
Pregnancy	18
Other Discipline Policies	18
Athletic Discipline Policies	18
VCHS Behavioral Regulations	18
Extracurricular Activities	19
Eligibility for Extra-Curricular Activities	19
Reporting Child Abuse	20
Miscellaneous	20
School Hours	20
Bell Schedule	20
Chapel and Assemblies	20
Library/Media center	20
Fines	21
Computer Use Policy	21
Closed Campus	22
Visitors	22
Lockers	22
Lunches	22
Student Driving	22
Telephones/Messages	23
Lost and Found	23
Appendix A: Sexual Harassment Policy	24
Appendix B: Hazing Policy	25
VCHS Graduation Requirements Worksheet	Inside back cover
VCHS 2010-2011 School Calendar	Back cover

2011-2012 Parent/Student Handbook

INTRODUCTION

2011-2012 Parent-Student Handbook

Valley Christian High School has been blessed to serve the Valley of the Sun since 1982. The mission of the school is to help young men and women know Jesus Christ, live like Him, and prepare academically, spiritually, physically and socially for whatever God calls them to do in life.

We are blessed by your participation in the Valley Christian community . This handbook is intended to communicate to parents and students the school's expectations, and the policies we will employ to build spiritual and academic excellence. Thank you for taking the time to read it. You will find information about activities in which you can participate, opportunities you can experience, and other useful information.

As parents, we hope you will encourage your young person and support the school in creating a nurturing and successful environment for them. There are many opportunities to become involved in the life of the school, and to share your time, talent, and treasure.

Please check the school website and RenWeb for additional information. We are committed to enhancing our communications with parents so that you can be aware of all that is happening on campus, and see God moving at Valley Christian.

Yours in Christ,



Mark Bistricky
Administrator
Valley Christian High School

Mission Statement

The mission of Valley Christian High School is that students know Jesus Christ as their personal Savior, live like him, and prepare academically, physically, socially and spiritually enabled to make a difference in the world.

STATEMENT OF FAITH

- ** We believe the Bible to be the only inspired, infallible, authoritative Word of God.
- ** We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- ** We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- ** We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- ** We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- ** We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- ** We believe in the spiritual unity of believers in our Lord Jesus Christ.

PHILOSOPHY OF EDUCATION

Consistent with our name, we strive to teach students how to view their world and their lives through the Bible and to make decisions and responses based on this guidance.

It is the purpose of the school to provide an excellent academic program permeated with Christian love and faith. Each person affiliated with the school is capable and well trained for their particular task and has a deep concern for the spiritual development of the students.

VCHS attempts to establish and maintain an atmosphere that encourages growth in personal faith in Christ and the building of Christian character. VCHS is unique because it presents and develops a distinctively biblical worldview in its curriculum and discipline systems. The school prepares students not only for college academics but for "works of service so that the body of Christ may be built up." (Ephesians 4:12) The Bible presents the explicit view that God created the universe, its laws, and human beings. Sin, redemption and reconciliation are concepts that the Bible presents to describe God's view of the human condition. Christ, the Son of God, is the answer to the human condition of sinfulness. VCHS is governed by this biblical message and recognizes the Creator and Redeemer God. The Bible declares, "The knowledge of God is the beginning of wisdom." (Proverbs 15:3) VCHS seeks to integrate the knowledge of God's creation with training in righteous living in order to develop true wisdom and character in students.

As God's children, life only makes sense when we recognize that Jesus is Lord of everything. Romans 11:36 is very clear on this. It states, "For from Him and through Him and to Him are all things. To Him be the glory forever."

At VCHS, our prayer is that our students will identify and develop their God-given talents to live a life of service for the Lord.

STATEMENT OF OBJECTIVES

1. To enroll students who have accepted Christ as personal Savior and to nurture their Christian character.
2. To study Scripture as the only infallible, inerrant Word of God.
3. To study all subjects through the light of God's Word.
 - a. To strengthen skills of reading, composition, and expression.
 - b. To equip students to develop a historical perspective.
 - c. To develop knowledge in the natural and physical sciences.
 - d. To develop mathematical skills.
 - e. To teach a scriptural perspective concerning our bodies and to improve physical skills.
 - f. To develop appreciation for and skills in the fine arts.
 - g. To teach students logical, rational, and critical thinking.
4. To help students confront the sin in their lives and respond obediently to Christ.
5. To encourage students to develop Christian maturity by involvement in or with school activities.
6. To equip students to be active witnesses for Christ.
7. To emphasize high standards of morality.
8. To train and discipline students with Christ's redemptive love.
9. To prepare and train students for college.
10. To train students to be responsible citizens.
11. To challenge students to use their abilities to their fullest potential.
12. To motivate students to research and seek out answers independently.
13. To encourage student creativity.

FOUNDATIONAL POSITIONS

Bible Teaching Policy

Since VCHS is a non-denominational school, is not affiliated with any one particular church, and because we recognize that we serve families from many different backgrounds, we attempt to emphasize those matters of doctrine upon which we agree rather than emphasize those matters upon which there is disagreement among sincere Christians. The school has a general doctrinal statement that is in agreement with orthodox, conservative, evangelical Christianity. Aside from the fundamentals of the faith, which are written in our doctrinal statement, we do not dwell upon distinctives of any particular group or denomination, and we ask that students do the same.

Genesis Doctrinal Statement

It is the position of VCHS that the following is true regarding the infallibility and inerrancy of the Bible, and more specifically the interpretation of the first eleven chapters of Genesis.

1. God created the entire world and all that is living. This was a divine act with every step directed by His hand.
2. The whole of the Bible is infallible, meaning all events and characters as recorded in its writing are historical, true, and real.
3. God created man unique and in His own image God created man for the purpose of glorifying Him and serving on His behalf. (This rules out any possibility that man could have had any evolutionary forbearers or evolved from another state.)
4. Adam and Eve fell into sin and the whole of humanity was made sinful by this act.

**Valley Christian High School reserves the right to implement or revise
any rules or policies throughout the school year.**

ADMISSIONS POLICY

Valley Christian High School (VCHS), a private Christian high school, will admit students of any race, color, national, and ethnic origin. All admitted students have equal access to all the rights, privileges, programs, and activities available at the school. VCHS does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational and admissions policies, scholarships, or other school-administered programs.

Students are admitted as new and returning students based upon their ability to articulate their personal, saving relationship with Jesus Christ, their personal desire to attend VCHS, and their ability to successfully complete the required curriculum. A completed application is required before a student is accepted.

ACADEMIC INFORMATION

Students are required to attend classes on a full-time (7 credited courses) basis throughout their high school career. Senior students may be excused from the first or last class period of the school day, assuming they will meet the requirements for graduation. Study Hall or morning/early release do not count as credit.

The Administration may waive requirements which are specific to Valley Christian High School only and not a matter of state law.

Graduation Policies

Graduation with Distinction

In order to receive the honor of Graduation with Distinction, a student must take a minimum of 6 courses from the following list, earn an overall, unweighted GPA of 3.5 or higher, and pass every course.

Accounting
AP Calculus AB and BC
AP Chemistry
AP English
AP European History
AP Music Theory
AP United States History
Chemistry
Human Anatomy
Physics
Pre-Calculus
AP Govt/Economics
AP Spanish

Requirements for Graduation

Twenty six (26) credits are required for graduation. Below is a summary of specific courses needed to fulfill graduation

requirements in each offered discipline.

<u>Required Course</u>	<u>Credits</u>
Bible	
9 th Grade – Old Testament Survey.....	1.0
10 th Grade – New Testament Survey.....	1.0
11 th Grade – World Religions.....	0.5
Grade - Marriage and Family.....	0.5
12 th Grade – Current World Issues.....	1.0
Total	4.0
Business or Technology	
Computer Literacy	1.0
Total	1.0
English	
9 th Grade.....	1.0
10 th Grade.....	1.0
11 th Grade.....	1.0
12 th Grade <i>or</i>	
AP English.....	1.0
Total	4.0
Fine Arts	
Speech.....	0.5
Fine Arts Elective.....	1.0
Total	1.5
Foreign Language	
Spanish 1 or Am. Sign Language.....	1.0
Total	2.0

<u>Required Courses</u>	<u>Credits</u>
Math	
Student must complete a minimum of 4 credits of High School Math	
Total	4.0
Physical Education	
P.E. / Health	1.0
Total	1.0
Science	
Physical Science	1.0
Biology	1.0
Science Elective.....	1.0
Total	3.0
Social Studies	
World History	1.0
United States History BC <i>or</i>	
AP United States History	1.0
Government/Economics or	
AP Govt/Economics.....	1.0
Total	3.0
Total Required Courses	23.5
Total Additional Electives	2.5
Total Credits Required for Graduation	26.0

Advanced Placement

Students have the opportunity to take an Advanced Placement course in a variety of disciplines. Students in

these courses must take the AP Exam, which would require them to pay the exam fee. If a student receives a score of 3, 4, or 5 on the exam, many colleges and universities will give them college credit for taking the course in high school. It is the student's responsibility to contact their college or university regarding their requirements for acceptance. Students must meet certain stipulations before being accepted into AP classes.

Dual Enrollment

Dual Enrollment (DE) is an opportunity for eligible junior and senior high school students to earn lower division college credit. DE courses allow students to earn both high school and college credit for the same class. At VCHS, our Dual Enrollment courses will be taught by college-certified VCHS instructors using a college-approved curriculum and text. Be assured that these courses will still be taught from a biblical perspective. Valley students will register and pay Rio Salado College's tuition and registration fees for any DE course in which they are enrolled. RSC will grant students credit for the course if they earn a C or higher. VCHS also gives high school credit for the successfully completed course.

Placement Testing

To assess the needs of students, incoming freshmen, and other new students when deemed necessary, will be given placement tests. Arrangements must be made through the school office to take the tests prior to enrolling in VCHS.

V.I.N.E. Program Graduation Requirements

Graduation requirements may be modified for students in the V.I.N.E. program, depending on the special needs of individual students. This modification requires written approval of the superintendent. The V.I.N.E. Director will present graduation requirement modification proposals to the administrator and the guidance counselor by November 1 of each year for all students in grades 10-12. This will include a review of previously approved modification proposals.

Grades, Transcripts, and Honors

Grade Point Average

A student's GPA is based on semester final grades with all courses included in accordance with the credit received. Quality points are assigned as follows: A=4.000, B+=3.333, B=3.000, B-=2.667, C+= 2.333, C=2.000, C-=1.667, D+= 1.333, D=1.000, D-=.667, F=0.00. Advanced Placement (AP) classes will be based on the following grading scale (**this scale will be used for class rank purposes only**): A=5.000, B+=4.333, B=4.000, B-=3.667, C+=3.333, C=3.000, C-=2.667, D+=2.333, D=2.000, D-=1.667, F=0.00.

Grading Scale

Letter Grade	Percentage	Letter Grade	Percentage
A	100-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59 and below
C	76-73		

Semester Grades

All published grades are final. Questions about a semester grade must be initially addressed to the teacher within 1 week of the grade publication.

Citizenship Marks

O-Outstanding

- Consistently displays a Christ-like attitude

- Goes above and beyond to encourage and help others

S-Satisfactory

- Respectful to the teacher and classmates
- Consistently displays a positive attitude
- Comes to class on time and prepared
- Quiet and attentive during class instruction
- Willingly participates in learning activities

N-Needs Improvement

- Attitude and behavior negatively impacts classroom environment
- Disrupts learning
- Disrespectful to others
- Discourages or makes unkind remarks to classmates
- Unprepared for class
- Requires repeated correction

U-Unsatisfactory

- Unwilling to cooperate or benefit from correction
- Fails to improve
- Frequently demonstrates a negative attitude and pattern of behavior
- Distraction to the learning process
- Consistently late or unprepared for class

Community Service

Students at VCHS will have an opportunity to put feet to their beliefs by participating in Community Service projects. In addition to the school-wide community service events, twelve hours will be required of each student (3 per quarter). Freshmen and sophomores may participate in group projects with other VCHS students, or with their home church youth group. For seniors and juniors, at least six hours per school year will be required in the community, independent of school or church. Students can apply up to 3 hours of service performed during the summer to the first quarter of the subsequent school year.

Incomplete: Students who receive an "incomplete" in a course must complete the work within two weeks of the end of the semester. Incompletes are only to be used in rare situations where a student has suffered a significant hardship preventing him/her from submitting a portion of the required work for a class. The two week period is a grace period to allow the student to recover from the hardship. If the student does not make up the incomplete work, then the grade will be calculated with zero credit for the missing work.

Failures: Students who fail a required course must meet with the guidance counselor and make immediate plans to satisfy the failed course requirement. Seniors who fail a required first semester course must complete an approved equivalent course by May 1st in order to walk at graduation. Seniors who fail a required second semester course must complete an approved equivalent course by August 1st in order to receive a VCHS diploma. They will not walk with their class at graduation nor go on the Senior Trip.

Academic Probation: A student may be placed on academic probation at the discretion of the administration when a student is not on track to graduate. The administration may ask the student to leave the school when it becomes apparent that the student is not on track to graduate. Criteria for this decision may include course work deficiencies, lack of effort, and failure to cooperate with authority and school rules.

Some students may be accepted on academic probation. This is an alert to the student and parents that the student's academic progress will be monitored and that the student will be expected to apply diligent attention to their academic progress in order to remain in the school.

Students whose total GPA falls below 2.0 for any grading period (quarter and semester) will be included on the list of ineligible students and subject to the written policies and procedures.

Honor Roll

Each semester two Honor Rolls will be published: Blue and Silver Honor Roll and the Principal's Honor Roll. The purpose of the Honor Rolls is to recognize achievement and to encourage greater achievement. A student is named to the Blue and Silver Honor Roll if an unweighted GPA of 3.5 to 3.74 has been achieved. A student is named to the Principal's Honor Roll if an unweighted GPA of 3.75 or higher has been achieved.

Seniors with an unweighted cumulative average GPA of 3.5 to 3.74 will be recognized with a silver cord at graduation. Seniors with an unweighted cumulative average GPA of 3.75 or higher will be honored with a gold cord at graduation. Note: National Honor Society members will be recognized at graduation with a gold and blue tassel in addition to the Honor Roll cord.

Valedictorian and Salutatorian

At the end of the first semester each year, the administration shall determine a Valedictorian and Salutatorian in the senior class. The following criteria shall be used in making this determination.

- Accumulative weighted grade point average at the end of the first semester of the senior year. Normally the highest GPA will be considered for Valedictorian and the second highest as Salutatorian. When a tie occurs, the students will be declared co-valedictorians or co-salutatorians.
- On track to Graduate with Distinction.
- In good standing with the school in terms of Christian testimony and deportment.
- Student has been at VCHS during their sophomore, junior, and senior year.

Junior Marshals

At the end of the first semester each year, the administration shall determine the Junior Marshals in the junior class. Two will be chosen. The following criteria shall be used in making this determination.

- Accumulative weighted grade point average at the end of the first semester of the junior year. Normally the two highest GPAs will be considered for Junior Marshals.
- On track to Graduate with Distinction.
- In good standing with the school in terms of Christian testimony and deportment.
- Student has been at VCHS during their sophomore and junior years.

SCHEDULING

It is important that students choose their high school courses wisely since their choices will affect their future education and work experiences. Obtaining a broad base of educational experience is essential in our rapidly changing society; therefore, students are encouraged to select courses from all areas of the curriculum. Wise planning will allow a student to adequately prepare for college, pursue career interests, and take courses for personal enjoyment and enrichment of life in general. Students and their parents are encouraged to seek the advice of teachers and staff as they make plans for registration.

Schedule Changes

All schedule changes must be coordinated through and approved in writing by the Guidance Counselor. Schedule changes must be initiated in writing within seven days of the beginning of the semester. The goal will be to have a final class roster by the end of the second week of the semester. Withdrawal from a course after two weeks must be approved in writing by both the teacher and parent. This policy is subject to review under extenuating circumstances, and all administrative review decisions will be final.

Teachers and/or administrators may initiate a student schedule change in order to improve student placement.

Loss of Course Credit

If a student has in excess of twelve absences per semester, a student may lose credit for the courses in which these absences have occurred.

Transfer Credits

Transfer credits are credits for courses taken outside of VCHS.

Credits from another high school will normally be accepted at full value by VCHS for students who transfer in. No GPA credit will be calculated for transfer grades.

Credits for home-schooling courses will be accepted if the instruction was under the supervision of an accredited institution or the VCHS administration team.

VCHS encourages students to take all their high school courses on campus. Credits for off-campus courses taken by students who are already enrolled at VCHS will only be accepted under these conditions:

6. **Suspension Absence.** Students who are suspended (in school or out of school) for any reason must make up all work or assignments they missed in class. Up to a two percent (2%) semester grade penalty will be assessed for each day of a suspension absence, as determined by the vice principal.
7. **Truancy Absence.** Students who miss class for an unexcused reason and without parent or guardian permission are considered truant. Truancy absences may be treated as suspension absences (2% semester penalty) and the student is at risk of discipline that may result in expulsion. Truancy will not be tolerated.
8. **Maximum Absences:** If a student is absent for as many as twelve (12) days in one semester, his/her record will be reviewed as to whether or not credit will be given for that semester.
9. **Exam Week:** Planned absences will not be allowed during exam week. A student who does not show up for a scheduled semester exam without administrative approval will be penalized a 10% reduction of their semester exam grade.

Makeup of Work Missed During Absences

1. All Absences. All work missed during absences must be made up, including tests and homework assignments. Teachers have discretion whether to allow makeup of quizzes.
 - a. Homework assignments/projects assigned before the absence that were due on the day of an absence or on the day the student returns, must be turned in the day the student comes back to school. Students should also be prepared to take any tests assigned before the absence, on the day they return to school..
 - b. Teachers may allow extra time to complete work assigned during an excused absence, but no more than double the number of days absent. Work not turned in during this time frame will be considered late work. **NOTE: It is the student's responsibility to check with teachers regarding their specific make-up work policies.**
 - c. Homework assignments/tests/projects assigned before an all day activity absence must be turned or taken the day the student returns from the activity.
 - d. **If the student is at school before an activity absence they must turn in any work due that day or it will be considered late.** Students have the responsibility to check RenWeb for assignments given that day. Any work due the following day must be turned in on time.
 - e. Students who will be out for a day or more due to a school activity (i.e. tours, tournaments, club activities, etc.) need to get the work they will miss before they go. The assigned work will be due the day they return unless other arrangements are approved with the teacher.
2. Students must make up work and tests for truancy absences or suspensions. A semester grade penalty will be assessed for these absences, as determined by the vice principal. No penalty will be given for excused or activity absences.
3. **The student is held responsible for obtaining work missed due to absences of any kind.**

Tardiness Policy

Philosophy: In order for students to maximize their classroom learning and to teach self-discipline and responsibility, VCHS requires students to come to class on time and fully prepared with the needed materials for class. Tardiness is defined as failing to be in class when the tardy bell rings, ready to learn. We are not only training our students academically, but also in the development of essential habits which will be important to their success later in life. There will be penalties for excessive tardiness.

1. Students arriving at school after 8:00 a.m. must sign-in in the office immediately upon arrival at school and before attending class.
2. Procedure: If students are tardy to class before the attendance is recorded, the teacher will mark them tardy. If the attendance has already been turned-in, the student will be sent to the office for an Admittance Slip.
3. If a student is tardy to class because of another teacher, that teacher should provide a pass explaining the situation and the student should not be counted tardy.
4. Students more than 15 minutes tardy to class will be considered absent, unless they have a pass from a school authority.

Tardy Discipline: Tardies are accumulated on a semester basis.

Step 1: On the 7th tardy, the student and the parent will receive a letter of warning via e-mail.

Step 2: On the 10th tardy, the student will be issued a detention.

Step 3: On the 14th tardy, the student will be assigned 1 day of in-school Suspension/Community Service hours.

Step 4: Students who continue to amass tardies will be dealt with by administration.

Minimum Attendance for Extra Curricular Activity Participation

A student must be in attendance a minimum of four consecutive class periods the day of an extra-curricular activity in order to participate or practice.

STUDENT CONDUCT

DISCIPLINE AND SCRIPTURE

RESPECT FOR GOD:

Psalm 86:12 – I will praise you, O Lord my God, with all my heart; I will glorify your name forever.

Luke 10:27 – Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind.

RESPECT FOR OTHERS:

1 Peter 2:17 – Show proper respect to everyone; Love the brotherhood of believers, fear God, honor the king.

Leviticus 19:18 – Do not seek revenge or bear a grudge against one of your people, but love your neighbor as yourself.

RESPECT YOURSELF:

Psalm 19:14 – May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer.

Proverbs 12:22 – The Lord detests lying lips, but delights in men who are truthful.

Psalm 8: 3-5 – When I consider your heavens, the work of your fingers, the moon and the stars, which you have set in place, what is man that you are mindful of him, the son of man, that you care for him? You made him lower than the heavenly beings and crowned him with glory and honor.

Ephesians 4:25 – Therefore, each of you must put off falsehood and speak truthfully...

RESPECT GOD'S FACILITY:

1 Chronicles 29:11 – Yours, O Lord, is the greatness and the power and the glory and the majesty and the splendor, for everything in heaven and earth is yours. Yours, O Lord, is the kingdom; you are exalted as head over all.

1 Corinthians 4:2 – Now it is required that those who have been given trust must prove faithful.

ENCOURAGE OTHERS:

Hebrews 3:13 – But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin's deceitfulness.

1 Thessalonians 4:18 – Therefore encourage each other...

DO WHEN ASKED:

Philippians 2:5 – Your attitude should be the same as that of Christ Jesus.

Student Rights and Due Process

Inherent in the discipline process are the following:

- Attendance at VCHS is a privilege, not a right.
- Students and parents may expect to be treated in a manner that is safe, dignified, biblical, and handled with appropriate confidentiality.
- Christians are to follow the format laid down in Matthew 18:15-17 to resolve complaints or problems.
- If a student or parent disagrees with a decision or practice at VCHS they may follow the established Grievance Policy, which sets forth the specific steps that may be taken.

Means Of Discipline

By teachers: Teachers, for the most part, will handle discipline cases in their own way in harmony with school policy. Such discipline may range from reprimand to detention and may include conferences with parents.

By Administration: The administration will handle cases referred to them by staff, as well as cases occurring outside the classroom, and may use a wide range of disciplinary means.

Probation

Probation may be academic or disciplinary or both. Probation is a period of time during which the student is expected to make significant academic or behavioral progress in order to show that he/she has changed

sufficiently to allow them to stay at VCHS. During this time the student must demonstrate real change in behavior and personal growth. Probation may include the loss of privileges, such as attending certain extracurricular activities for a period of time. Students who successfully complete a period of probation may be restored to full student privileges.

Detention

Detentions are issued by staff for minor infractions and offenses by the students. Using the detention system allows teachers to alert parent of infractions. They are served with the Detention Hall Supervisor for a 40 minute time period after school. Detentions begin promptly at 3:20 p.m. Detention slips are to be signed by the parent/guardian and returned with the student to the Detention Hall Supervisor. Failure to show up to detention or showing up without a signed detention slip will result in an additional detention. If students ride in a carpool or play after-school sports, they must make the necessary arrangements to serve their detentions as assigned.

Suspension

The administrator may suspend any student for violating the discipline policy set forth above and for neglecting to comply with previously imposed discipline. The purpose of suspending a student is to remove the student from fellowship in the general student population thereby sending him/her a strong message that the student is in jeopardy of losing the privilege of attending VCHS. This time away gives students the opportunity to think about their choices with the hope that they will repent and change their hearts and actions. The administrator will use discretion to assess a semester grade penalty of up to 2% for each day of the suspension. In general, suspensions are two types:

1. In school: Suspended students will be assigned to a room in the school for the term of the suspension. Such suspension shall be made either when it is judged in the best interest of the student or when a parent is not continuously at home to supervise the student. Suspended students are not to have any contact with other students without the expressed permission of administration.
2. At home: Such suspension shall be made only when either (or both) parent(s) are home to continuously monitor the suspended student and when it is in the best interest of the school to have the student off campus.

Withdrawal

In some circumstances the administration may recommend that a family withdraw their student from school in the interests of the student and/or the school.

Administrative Withdrawal

In some situations the administration may insist that the family withdraw their student from school in the interests of the student and/or the school. This is one step removed from expulsion and the family does not have a choice in withdrawing their student. Whether the student is able to reapply for enrollment at a later time is at the discretion of the administrators, who may apply conditions that must be met before considering re-admittance. Because the student/family does not have a choice in this matter, withdrawal under pressure is a form of expulsion; however, the student is not considered to have been expelled.

Expulsion

Expulsion is the permanent exclusion of a student from school. The administrators of the school may expel a student if in their opinions it is in the best interests of the school to do so. Expulsion may be the result of chronic violation of school rules and standards or refusal and/or inability to successfully complete the academic program of the school. Expulsion may also be the result of a single incident or episode that endangers the safety, reputation, or environment of the school.

Re-admittance to VCHS after any withdrawal, especially a disciplinary withdrawal, requires a new application to school.

Parental Cooperation

At Valley Christian we value our partnership with families in educating our students. To this end, all communication and interaction is expected to be professional and respectful. Normally a student is not to be deprived of Christian education or otherwise held responsible for the actions of parents. However, the administrator may recommend transfer of a student when parents have been persistently and overtly uncooperative with school staff, policies, regulations, programs or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other students. After reasonable effort to elicit the minimum requisite parental cooperation, the administrator may require transfer. Documentation of the basis for this action and of all consultation with the parents on the matter must be

retained on file.

LIFESTYLE COMMITMENT

Since the school bears the name of Jesus Christ, a high standard of conduct is expected of staff and students. **Public conduct should be consistent with our basic concept of life, and since we profess to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions, as well as in our attitudes toward each other and our work.**

The Bible teaches that parents are responsible for the training and instruction of their children. The Christian school stands ready to assist parents in their God-given responsibilities. VCHS seeks not to assume a task that God gives parents, but rather to serve as the parents' appointed and authorized representatives in the training process. The school expects the parents to support the administering of discipline. The administration determines compliance with policy and has the final word in all instances.

Specific Items

1. **Substance Abuse**-- Students who possess, use, or appear under the influence of mood or mind-altering chemicals are in contradiction to God's Word and interfere with the school's responsibility of providing a safe and healthy environment for all students. The use of such substances impairs the ability to learn thus limiting the ability of the school to educate the student and accomplish our mission.

VCHS students are forbidden to use or possess alcoholic beverages, tobacco, and mood or mind-altering chemicals for their entire high school career on or off campus (including all vacations or breaks).

The following corrective actions may be taken:

- Immediate up-to-five day suspension
- Specific Bible study
- Counseling
- Drug testing, at parent expense
- Probation
- Police report
- Administrative Withdrawal
- Expulsion
- Other

A student who distributes or sells mind-altering chemicals will be reported to the police and is subject to an immediate expulsion from VCHS.

2. **Cheating**: Any dishonesty in schoolwork will be reported to the parent(s) and the administration by the teacher. Dishonesty will result in a grade of "zero" for that assignment. Further disciplinary action may be taken by the administration. Students who continue this behavior face possible expulsion.

3. **Theft**: Theft of personal property or of school property is a serious offense and will not be tolerated. Theft will almost always be punished by suspension from school and police notification. Continued violations may result in administrative withdrawal or expulsion.

4. **Harassment or Threats**: The threatening of staff or other students, whether physically or verbally, is unacceptable behavior. The administration and, if needed, the police, will determine the viability of the threat. During the investigation the student(s) making the threat may be confined or sent home until the investigation is completed. If the threat is deemed viable the student(s) will be subject to an immediate 5 day suspension with accompanying penalties or an expulsion of the student(s).

5. **Sexual Harassment**: There is a separately written sexual harassment policy. See appendix A.

6. **Hazing Policy**: The school has a separately written hazing policy. See appendix B.

7. **Defacing or damaging school or staff property**: Malicious or careless acts which result in damage to or destruction of school, students' or staff members' property will result in both appropriate disciplinary action and the replacement or repair of such property by the student and his or her parent(s) or guardian(s).

8. **Fighting**: Fighting among students is absolutely prohibited. In almost all cases students involved in a fight will be suspended regardless of "who started it."

9. **Disrespectful and/or Disruptive Actions, Language or Attitudes**: Disruptions in class, unruly behavior, and defiant conduct will not be tolerated.

10. **Musical Devices, Cell Phones, or Other Electronic Devices**: Any listening devices such as radios, iPods and the like may be played before school, during lunch, and after school as long as their use

does not disturb normal activities. Due to the disruptive effect on classes and the susceptibility to theft and loss, these devices, including cell phones, are not allowed to be on or visible during class time. These devices will be confiscated if the rules are violated. Multiple violations result in the student losing privilege of having such devices on campus.

11. **Hazardous Items Prohibited:** Matches, lighters, fireworks, firearms, knives and other such items that expose students, school personnel, or property to danger are forbidden.
12. **Obscene Behavior:** Obscene behavior, which includes cursing, lewd, offensive, or vulgar language or gestures, whether physical, written or spoken, are not permitted.
13. **Public Display of Affection:** Inappropriate public display of affection will not be tolerated. Holding hands will be the limit of body contact.
14. **Display / Possession of Sexual Paraphernalia:** The possession or display of sexual paraphernalia is a violation of school policy.

DRESS CODE

The mission of VCHS is to equip students with a Christ-centered academic, social, physical, and spiritual foundation that enables them to make a difference in the world. VCHS seeks to integrate the knowledge of God's creation with training in righteous living and morality to develop true wisdom and character in students.

VCHS endeavors to promote excellence in all areas of education, including dress. To this end careful consideration has been given to the formation of the dress code. A benefit of the dress code is the atmosphere created by well-dressed young people in the classroom and on the campus. How a student dresses can reveal the level of importance that one places on a particular activity, their attitude toward life, and their respect for themselves, their peers, and God. Our desire is a dress code that promotes modesty and neatness without excessive restriction on individual expression.

It is important that the dress code is accepted fully and enforced consistently. Enforcing the dress code is not the sole responsibility of the school. The cooperation of students, parents, and staff is necessary to maintain the dress code. Parents are expected to cooperate with the school in monitoring their child's daily attire. If parents and students have questions concerning whether or not a piece of clothing is acceptable attire, they may see the administration before wearing the clothing to school.

Students will be expected to follow the dress code at all school events (home and away), unless otherwise specified by administration. Students not in compliance with the dress code will be subject to disciplinary action.

The administration of VCHS will be the final judges of dress code compliance.

Specific Dress Code

All students

1. **CLOTHING** that exposes cleavage, midriff or is worn inappropriately is unacceptable. Clothing should not reveal underwear, bras, or boxers. Clothing that gives a sloppy appearance is unacceptable; this includes over-sized, ripped, or worn-out clothes, pajama apparel, and slippers.
2. **SHOES:** Shoes are required for all activities at VCHS. Heels on shoes should be worn for comfort and safety. Shoes designed for laces must have laces and be tied properly. No slippers.
3. **INAPPROPRIATE MESSAGES:** Any clothing, book bag, hats, notebooks, jewelry or other paraphernalia with sexual innuendo, inappropriate messages or pictures, occult symbols, alcohol, drugs, substance abuse or other questionable pictures or messages are unacceptable.
4. **JEWELRY:** Earrings may be worn by females. All other pierced jewelry is unacceptable. Tattoos must be covered at all times. Jewelry with pagan religious, occult/new age symbolism, or dangling chains from clothing are unacceptable.
5. **HAIR:** Hair should look neat, natural, and styled with emphasis on cleanliness and moderation. Hairstyles or hair coloring that draw undue attention are unacceptable.
6. **HATS / SUNGLASSES:** Hats and/or sunglasses may be worn outside the buildings but not inside.
7. **SHORTS/PANTS:** There should be no writing across the seat of pants. Shorts must not be greatly oversized or tightly fitted. Athletic-type shorts, sweats and warm up apparel are accepted in P. E. classes and team events only.

Boys

1. SHIRTS—Shirts must be of appropriate length and display good taste. See-through, sleeveless, muscle, body suits and/or tank tops are unacceptable clothing.
2. HAIR—Facial hair on male students must be neat and well trimmed.
3. PANTS—Pants must not be greatly oversized or tightly fitted. Shorts must extend to the knees or longer.

Girls

1. BLOUSES/SHIRTS—Blouses/shirts must be of appropriate length (no visible midriff). A minimum of a 2" (2 inch) strap is required on all blouses, shirts and dresses. See-through, tube tops, racer-back shirts, body suits, tank tops or exceptionally tight fitted blouses are unacceptable. The appropriate blouse or shirt includes those worn under a jacket, sweatshirt, or the like.
2. SKIRTS/DRESSES/PANTS—Hems and slits on skirts, dresses, and shorts may not exceed 2 inches above the top of the knee. Exceptionally tight-fitted slacks/pants/skirts or dresses are unacceptable. Leggings/jeggings are unacceptable as pants, but may be worn under dresses of appropriate length. Velour matching "warm-up" sets are acceptable – the key with these is that they are not tight-fitting and do not look like pajamas.

NOTE: Students who are not in compliance with the dress code will be excluded from class(s) and/or events until the problem is corrected. Any class or part of a class missed will result in either a tardy or unexcused absence. Repeated offenses will be considered in defiance of school policy. This will result in a parent conference with appropriate action taken by the administration.

Formal Attire

The following standards will be adhered to at all student events where formal wear is required.

Girls must wear dresses that meet the following criteria:

1. The back of the dress may not fall below a standard bra line.
2. Strapless dresses with sweetheart or straight-across necklines are acceptable – no keyholes or plunging V's. Dresses should not expose excessive cleavage or the midriff; lace, netting, or other see-through materials are not acceptable to cover these areas.
3. The length of the dress or a slit in the dress may be no more than "2" inches above the knees.

Boys must wear the following:

1. A tuxedo, dress suit, or blazer with dress slacks.
2. A long-sleeved, dress shirt, and/or a tie.

NOTE: If students doubt that their formal wear meets these guidelines, they are encouraged to bring the item into the administration for approval. If the student's attire does not meet these standards, he or she will not be admitted into the function.

The school administration reserves the right to decide what is proper and fitting in the manner of dress for school and school events.

PREGNANCY

A pregnant student will not be allowed to continue classes. This policy applies equally to either a boy or a girl involved in a pregnancy whether or not the partner in the pregnancy is a Valley student. In all such cases, measures will be made to assist and counsel each student to encourage right choices and continuing education.

The administration advises against a student marrying before graduation. However, the administration will review such situations on an individual basis to determine whether to allow a student to continue in the school after marriage.

OTHER DISCIPLINE POLICIES

Extra-Curricular Discipline Policies:

The administrator and department head in consultation with the coach/sponsor involved will determine what disciplinary action will be taken when a student violates school policy. The following consequences apply to any student participating in extra-curricular activities at any time during the school year, even during seasons when the student may not be participating.

VCHS Extra-Curricular Behavioral Regulations:

1. No student participants may use or have in their possession tobacco, alcohol, illegally obtained prescription drugs, or other illegal drugs. If a student violates the policy during an off-season, the suspension shall begin at the start of his or her next competitive season. The penalty for violating this rule is as follows:

1st offense – suspension from games/events for 2 weeks

2nd offense – removal from extra-curricular participation

2. Behavior in school must be exemplary. An extra-curricular participant involved in any administrative disciplinary action, such as excessive tardies, unexcused absences, misbehavior in class, etc., will be ineligible for the next regularly scheduled event. Continued violation of school rules will result in the student being dismissed from the team/activity.

3. Unsportsmanlike conduct and language at any time is cause for dismissal from a team. The severity of the incident will be taken into consideration before a decision is made with regard to any penalty given. Normally the following action will be taken:

First violation - Student will be ineligible for the next regularly scheduled event.

Second violation - Student will be ineligible for the next four regularly scheduled events.

End of season violation - If penalty is imposed at the end of the season and no event remains, the penalty is to be enforced at the beginning of the student's next season.

4. A student participant must be in attendance a minimum of four periods at school in order to be eligible to practice or participate in any interscholastic contest on that day. If the student is in attendance less than four periods, he/ she may observe the practice or event, but may not participate.

5. Students are responsible for the care and maintenance of equipment checked out to them. They must pay for any equipment lost or unnecessarily damaged.

6. Students are expected to be well groomed and appropriately dressed on all extra-curricular outings.

7. All athletes must have a physical, a copy of their birth certificate, and two consent forms signed by their parent or guardian on file in the school office before they can check out any equipment or participate in any practice or contest.

EXTRACURRICULAR ACTIVITIES

Eligibility for Extra-Curricular Activities

Extra-curricular activities normally require significant amounts of time outside of school, which may subtract from time available for academic work. Students must maintain satisfactory progress in their academic studies and good conduct in order to have the privilege of participating in extra-curricular activities. Students who fall below the academic and conduct standards will be declared ineligible in order to encourage them to spend their extra time on academic efforts and improve their behavior.

In order to be eligible for extra-curricular activities (See note A below), for the most recent grading period, the following must be true:

1. Student must maintain a 2.0 GPA; this includes academic and non-academic grades.
2. Student must not have more than one unsatisfactory mark in citizenship.
3. Student may not have the grade of "F" in more than one subject.
4. Student must be making satisfactory progress towards graduation.

Any student ruled ineligible because of these standards will be restricted by the following policy:

1. The student may not participate or try-out in practice, games, or performances. (See note B below)
2. Eligibility will be determined at the end of each quarter grading period and the period of ineligibility will be one quarter. (until the next Ineligibility List is published)
3. Lists of ineligible students will be published promptly after each quarter/semester grading period. Ineligibility begins when names are published.
4. Ineligible students may petition to be considered for probationary status.

Probation during Ineligibility

1. In order for a student to be considered for probation during ineligibility the following must be true:
 - a. Student must exhibit a resolve to improve his grades above 2.0.
 - b. Student must exhibit an attitude of submission to authority and rules.
 - c. Student must get a Grade Check form completed and turned in before they leave school on Friday to the office, showing he/she is making satisfactory progress.
 - d. The Athletic Director or Fine Arts Department Chairperson must present a plan to the Administrator and Assistant Administrator showing how the athletic director, coaching staff, or fine arts staff will monitor student progress.
 - e. The Administrator and Assistant Administrator must approve the probation plan for the student.
2. During probation, student is relieved from practice and game limitations.
3. Student will be dropped from academic probation and remain ineligible if they fail to satisfy these corrective requirements.

Note A: Extra-curricular activities include athletic sports, AIA competition in speech, choir, and band; and other activities such as drama and Valley Worship.

Note B: Some activities are related to scheduled classes. Ineligible students may participate in these performance /activities **if participation does not require them to miss class time.**

A student who drops significantly below the standards for grade and conduct during the course of a season or activity may be removed by the Administrators. Exceptions to the eligibility standards may be made by the administration. These exceptions will be determined on an individual basis by Administration. Students who do not show evidence of improvement may not be accepted for reenrollment.

Attendance Eligibility Rules

A student must be in attendance a minimum of four class periods the day of an extra-curricular activity in order to participate or practice.

AIA (Arizona Interscholastic Association) Eligibility Rules For Transfer Student

After enrolling and attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. Students shall be eligible to participate in interscholastic competition at the school to which he/she transferred providing there is a corresponding change of domicile of parents or guardian. This rule is intended to and shall encompass any and all transfer situations and shall apply to any and all member schools, be they public, private or parochial.

REPORTING CHILD ABUSE

In accord with A.R.S. 13-3620, school personnel are required to report to a peace officer or to child protective services any reasonable grounds to believe a child is the victim of physical or sexual abuse. The school will not contact parents before making a report to authorities. The law is clear on the duty of school personnel to report, and there is no legal alternative except to make the report to the proper authorities for their investigation.

MISCELLANEOUS

School Hours

School hours will be from 8:00 a.m. until 3:10 p.m. All students will be dismissed at 3:10 and are expected to vacate the school's premises by 4:00 p.m., unless involved in a school-sponsored activity. We will occasionally have half days or early release days. On these days students must vacate the campus by 1:00 p.m. Please check the times and days these will occur on our website. **NOTE: The office is open 7:30 am – 4:00 pm.**

Bell Schedule

REGULAR SCHEDULE

WEDNESDAY SCHEDULE

1 st period	8:00 a.m. - 8:44 a.m.
2 nd period	8:48 a.m. - 9:42 a.m.
3 rd period	9:46 a.m. - 10:30 a.m.
Break	10:30 a.m. - 10:40 a.m.
4 th period	10:40 a.m. - 11:24 a.m.
5 th period	11:28 a.m. - 12:12 a.m.
Lunch	12:12 a.m. - 12:50 p.m.
6 th period	12:50 p.m. - 1:34 p.m.
7 th period	1:38 p.m. - 2:22 p.m.
8 th period	2:26 p.m. - 3:10 p.m.

Faculty Meeting 7:20 a.m. - 7:45 a.m.

1 st period	8:00 am - 8:30 a.m.
2 nd period	8:34 a.m. - 9:04 a.m.
Chapel	9:09 a.m. - 10:02 a.m.
Break	10:02 a.m. - 10:12 a.m.
3 rd period	10:12 a.m. - 10:42 a.m.
4 th period	10:46 a.m. - 11:16 a.m.
5 th period	11:20 a.m. - 11:50 a.m.
Lunch	11:50 a.m. - 12:22p.m.
6 th period	12:22 p.m. - 12:52 p.m.
7 th period	12:56 p.m. - 1:26 p.m.
8 th period	1:30 p.m. - 2:00 p.m.

Chapel and Assemblies

Chapel is a time set aside on Wednesday for faculty and students to worship together. The Ministry Development Team is responsible for planning the weekly chapel services. Students' behavior in chapel should demonstrate a reverent attitude and heart. Seniors will remain on campus for lunch on chapel days. Special assemblies may also be held on occasion. A detention will be assigned to students who misbehave during chapel or an assembly.

Library/ Media Center

A. HOURS

Monday through Friday: 11:30 a.m. - 3:15 p.m.

Lunch time: Open every day

B. RULES

1. No gum, food, or drinks in the media center or computer labs.
2. Treat materials and furniture with respect.
3. Quiet talking only.
4. A teacher pass is required during class hours unless accompanied by a teacher.
5. Copy machine is for media center use only.
6. Return materials on time and in good condition.
7. Failure to adhere to these rules can result in loss of media center privileges.

C. CHECK-OUT

Books: Three weeks, with one renewal period
 Reference Books: May check out for needed class periods
 Magazines: In media center use only
 Videos: Staff only: One week, with one renewal period

D. MEDIA CENTER COMPUTERS

- Computers are for school-related use only: homework, research, typing papers, etc.
- No games are allowed at any time.
- Do not access other students' files.
- Students will be allowed limited printing privileges.
- No installation or removal of software is allowed.
- Use of computers for student body election lobbying is prohibited.

Fines

A media center fine of \$.10 each item per day late (Monday-Friday only), up to \$5.00. After the \$5.00 limit, (6 weeks), then a lost fee will be charged. That fee will be based on the price of book, plus a \$1.50 processing fee. Loss of check out privileges will occur once a total fine of \$5.00 is reached.

Other fines (i.e., lost text books, uniforms, etc) will be assessed a dollar amount to be determined by appropriate administration.

Before students can take their final exams, books must be returned. Outstanding fines will be charged to the student's account.

Computer Use Policy

In an effort to maintain the high standards and disciplined behavior that VCHS expects of its students, all students who will be using computers located on the VCHS campus must agree to abide by the following guidelines.

1. No student may use any of the computers in the lab, media center, or classroom without a teacher's permission or supervision.
2. Internet use must be restricted to research or the fulfillment of classroom assignments. No student should access any sites with questionable content.
3. No student shall tamper with, load new programs onto, delete files from, or change screen savers on any computer on the VCHS campus.

VCHS wants the parents and students alike to understand that the responsibility for appropriate use of the internet belongs to each and every computer user. Supervision of the students is a priority and will be maintained to the best of the staff's ability. Supervision does not, however, guarantee the prevention of inappropriate web surfing and/or misuse of the computers on campus, therefore Valley Christian High School will deal swiftly and firmly with any violations of the above policy.

The following procedures will be followed.

1. Each student who will be using a computer on the VCHS campus will be required to agree to and follow the guidelines listed above by signing a computer use form and returning it to the appropriate VCHS staff prior to the beginning of each school year.
2. If any student is caught violating any of guidelines stated above, their computer use privileges will be taken away for a length of time to be determined by administration. This could include withdrawal from VCHS.
3. Any student losing privileges a second time will be referred to the office and additional disciplinary measures will be taken.

Students enrolled in Business classes in which computers are used will receive a '0' for any class period during which they do not have computer privileges. They will, however, be allowed to make up the assignments at home and turn them in the following day for full credit.

Closed Campus

In general, VCHS has a closed campus policy. No student is to leave the campus during school hours without permission from the administration. Exceptions to this policy include:

- Seniors, with written parental approval, may leave campus at lunchtime on school days except Wednesday or other announced times. The campus may be closed to seniors at lunchtime if the open campus policy is violated.
- Those who have dental, doctor, or other such appointments with prior parent and office approval.
- Cases of emergency illness where students may leave with permission from the office.
- Seniors not enrolled in a class 8th hour, may have an early release time. These seniors are expected to leave campus promptly. Those seniors with early release time who repeatedly do not leave campus promptly will be required to enroll in study hall.

When arriving/leaving campus during regular operating hours, students must sign in/out in the office.

Visitors

High school age students wishing to visit VCHS for any part of a day must meet the following criteria:

1. At least **48 hours** before the scheduled visit, a letter from the visiting student's and host student's parents, stating the reason for the visit and assurance the visiting student will comply with all school rules must be presented to the administration.
2. Guest will be approved for a visit upon such written request if:
 - a. The guest's parent(s) have indicated an interest in enrolling their child for the following year.
 - b. The guest is a high school age **out-of-town** relative or **out-of-town** friend of a current VCHS student.

3. Guests to VCHS are expected to comply with all of the school rules while visiting.

All other visitors must register in the office and receive permission for their visit.

Lockers

Lockers are school property and must be treated with respect. All students will be assigned a locker and lock. No permanent stickers, posters, or other paraphernalia may be placed on the locker. Students are expected to keep their lockers clean, neat and orderly. They must have their locker checked at the end of each school year and will be held financially responsible for any damage or misuse. Students who fail to go through this process will incur an additional \$50 maintenance fee; the fee for a lost lock is \$10. Students are advised not to bring valuable possessions or large sums of money to school. Students should have all their materials identified. Nothing should be on the floor surrounding the locker; **only** sports bags are allowed on top of the lockers.

The school retains the right to inspect and search any locker at any time for any reason. Students may put only an office-approved lock on their locker. Lockers are to be kept locked at all times.

Lunches

Students may purchase lunch Monday, Tuesday, Thursday and Friday, a week in advance for \$4.00 per lunch, or may bring their lunch. The Moms' Lunch sells lunches for \$4.00 every Wednesday. Lunches may be eaten in the Barnes Assembly Hall, in designated areas on campus, or in the classroom with permission and supervision of individual teachers. Teachers are assigned to monitor the lunchtime activity. No food or beverages (except water) are to be consumed in the hallways during lunch.

Student Driving

The use of a vehicle at VCHS is a privilege that requires responsible behavior from students. In general, students must be cautious and careful when driving their cars on and around school property. The speed limit in the VCHS parking lot is **5 mph** at all times. The first violation for careless driving may result in fines and notification of parents; for the second violation there may also be a loss of car privileges on the school campus for a period of time, as determined by the administration. The school is not responsible for accidents or damages to cars that occur on school property. **Stereos must not be heard on campus.**

Students may not be in or around vehicles during the school day, including lunchtime, without permission from the office. Vehicles are to be used for transportation only. In order to safeguard all vehicles from intentional or accidental damage, the school requires all students to stay clear of the parking lot. Only seniors who have permission from the office may leave for lunch at noon, except on Wednesdays or other announced times (i.e. homecoming week). The school retains the right to inspect any vehicle anytime for any reason.

Telephones/Messages

Students are not permitted to use the school phones for personal calls except in an emergency and with permission from the office. **Cell phones are not to be used during crisis situations.** Cell phones may be used between classes but must be turned **OFF** and out of sight during classes.

Parents wishing to contact students should call the school office. Messages for students will be given to them promptly. Please take care of any family logistical details prior to your child leaving for school in the morning.

Lost and Found

The school is not responsible for lost, stolen, or damaged property belonging to students. Books, Bibles, purses, clothing, and any other articles of value will be taken to Barnes Assembly Hall. At the end of each month, any articles still in lost and found will be given to a charitable Christian organization.

Policies are subject to change upon administrative approval.

APPENDIX A: SEXUAL HARASSMENT POLICY

Sexual Harassment – Students

The Board of Directors shall not tolerate the sexual harassment of any student, school employee or volunteer worker by any student. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. The conduct must be considered to be sufficiently severe or pervasive to have a negative impact upon the student's or school employee's performance or to create an intimidating, hostile, or offensive educational environment. Any student who is found guilty of sexual harassment shall be subject to disciplinary action.

Other types of conduct which are prohibited in the school and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

The Board of Directors encourages students and requires staff to immediately report incidences of sexual harassment to the Administrator or designee. Reports made to staff other than a teacher or administrator shall be reported to the Administrator immediately. Each complaint of sexual harassment shall be promptly investigated in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Dissemination of Policy: All school families, employees, and volunteers shall receive copies of this policy.

Complaint Procedure:

A. Filing: Any student who believes he/she has been sexually harassed may make a complaint verbally or in writing with any VCHS teacher or administrator. Any supervisor who receives a sexual harassment complaint shall notify an Administrator immediately.

B. Upon notification of a sexual harassment complaint, the Administrator shall:

1. Inform the BOD Chairman immediately.
2. Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation will include interviews with a) the complainant; b) the accused; and c) any other persons the Administrator has reason to believe have relevant knowledge concerning the complaint. This may include victims of similar conduct.

3. Review factual information gathered through the investigation, to determine whether the alleged conduct constitutes sexual harassment; giving consideration to all factual information, the totality of the circumstances, including the conduct and the context in which the alleged incident(s) occurred.

4. Report the results of the investigation and determination as to whether sexual harassment occurred to appropriate persons including the complainant, the accused, the supervisor, or director. If discipline is imposed, the discipline will not be communicated to the complainant.

5. If sexual harassment occurred, take prompt and effective remedial action against the accused. The action will be commensurate with the severity of the offense.

6. Take reasonable steps to protect the victim and other potential victims from further harassment.

7. Take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint.

8. Inform the Board of Directors.

C. False harassment complaints, or negative behavioral responses to complainant after making complaint, will result in appropriate disciplinary action. In all listed examples above, disciplinary action could include discharge from employment or dismissal from school.

APPENDIX B: HAZING POLICY

Valley Christian High School enacts this policy to maintain a safe learning environment for students that is free from hazing. The school shall not tolerate any hazing of students and prohibits hazing at all times.

Definition: Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct includes whipping, beating, branding, forced calisthenics, forced consumption of any food, beverage, or other substance, or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Where and when policy applies: This policy applies to behavior that occurs on or off school property; before, during, or after school hours; and including vacations and breaks.

Informal reporting: Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with an administrator, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy. Staff members who have concerns about possible hazing behavior are encouraged to talk with an administrator, teacher, coach, or advisor. The school intends to use this informal reporting procedure to try to prevent hazing, not to determine intent or blame.

Formal reporting procedure: Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school administrator.

Discipline: The school will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor, or other employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.