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## **Absences ~ Student:**

We observe the laws and regulations of state and local educational authorities respecting attendance. Parents must notify the school on the student's first day of absence stating the reason for the absence. If the parent does not call, a note explaining the absence is required. We appreciate that absences for personal reasons are sometimes unavoidable. However, if an absence is pre-planned or for personal reasons and encompasses four (4) days or less, the absence MUST be cleared in advance with the classroom teacher or the absence will be considered unexcused. Absences due to pre-planned, personal activities of five (5) days or more must be approved by the teacher AND the administration. In general, but especially those with poor grades are discouraged from any absence other than illness.

## **Illness Policy:**

A sick child belongs at home for his/her own protection and the protection of others. If your child is ill, please contact the school office by phone the morning of the first day of absence. You may also send a note stating the reason for the absence upon your child's return to school.

If your child has any of the following symptoms, please do not bring your child to school. If a child is sent home from school with any of these symptoms, they may not return until the infectious period has passed.

1. **FEVER** over 100.4 (fever is a response to infection). The child may not return to school until he/she is fever free for 24 hours.
2. **VOMITING** is a forceful ejection of stomach contents through the mouth, the child may not return for 24 hours from the last episode.
3. **SKIN RASH** and /or eruptions of unknown origin. A note from your doctor is needed to readmit the child to school.
4. **PERSISTENT COUGHING** associated with respiratory distress or infection, the child may not return for 24 hours from the last episode.
5. **INFECTIOUS RHINORHEA** a constant clear or discolored (gray, yellow, green) nasal discharge or drainage. The child may not return until the discharge has ceased or a physician has diagnosed the discharge as allergies. This requires a written note from the doctor stating the date of the office visit, the diagnosis and the clearance to return to the classroom as non-contagious.
6. **DIARRHEA** Symptoms may include/but are not limited to; the passage of a loose watery stool, a change in consistency, frequency, color or odor of a stool. The child must be diarrhea free for a 24-hour period before returning to school.
7. **CONJUNCTIVITIS** (Pink eye) thick discolored drainage, redness & or crusting from the eyes. The child may not return for 48 hours unless the child has received specific medication that deems the infection non-contagious after a 24 hour period. A written physician note must accompany the child if returning before the 48 hours.
8. **PARASITES** i.e. nits, crabs, lice. A head check is required for head lice. The hair must be nit free in order for the child to be readmitted to school.
9. **STREP THROAT** it is permissible to return after 48 hours of antibiotic therapy.
10. **SURGERY, HOSPITALIZATION OR BROKEN BONES** require a doctor's note for re-admittance to school.
11. **A DOCTOR'S NOTE** is required when 5 consecutive days of absence has occurred.

If your child becomes ill while in our care he/she will be isolated and parents will be notified to have the child picked up as soon as possible. We ask that you pick your child up within an hour from the time of notification. Alternative arrangements are the responsibility of the parents in cases where they are unable to pick up the ill child.

Notify the school ASAP if your child has or has been exposed to a communicable disease (chicken pox, mumps, etc.) We will notify parents in the child's classroom that there has been an exposure to a communicable disease.

The child's medical record (a completed physician form) must reflect any allergies, special medication or asthma. If the child has allergy/asthma, an additional form (Asthma/Allergy Action Plan) must also be completed by the child's physician. If sent home with severe symptoms, the child may not return for 24 hours from the last episode.

We are forbidden, by law, to administer ANY medicine including, Tylenol, without a Medical Request Form. The Medical Request form MUST be completed and signed by a Physician and a parent before the medicine can be administered. The medication must be in the original container with the child's name, doctor's name, dosage and date on the label and given to the Elementary School Office. We will make every possible effort to administer medication as directed, but cannot guarantee the medication will be given at the exact requested time.

### **Partial Day Absences:**

Partial day absences for any length of time will be recorded on the student's attendance record and will negate perfect attendance. Exceptions will include early dismissal due to illness, V.P.S. athletic team sports or medical/dental appointments. Any class time missed for medical/dental appointments will only be excused with documentation from the medical/dental facility.

Parents are highly discouraged from picking their child up early from school before dismissal time. Any tests, quizzes, or work missed due to the child leaving early, will result in a NO CREDIT grade unless the early dismissal is approved and pre-arranged IN ADVANCE with the classroom teacher. Parents must notify the teacher in advance if the student is leaving early to assure that the student will be ready at the desired time for pick up. Parents MAY NOT GO to the classroom but must check their child out from the school office.

Repeated absences and early dismissals will negatively affect a child's academic progress.

### **Make-Up Work Due to Absences:**

Make-up work due to absence may be requested for pick up no earlier than 11:00am. on the student's FIRST day of absence. Parents may not come to the classroom before or after school to request homework. All requests for make-up work must be made through the school office.

Students will be given 2 days for each day absent to complete make-up work during the first two trimesters. Time allotted for make-up work during the final trimester will be at the teacher's discretion due to the ending of the school year.

### **Tardies/Punctuality:**

The bell will ring each morning at 8:25a.m. Children will be considered tardy at 8:35a.m. One or two children coming late distracts the entire class. Those who share in car pools need to be especially careful in this matter. One child who is not ready on time can cause the entire group to be marked tardy. The student's grade in citizenship will be lowered for every five tardies in a grading period and will result in a detention. The only excused tardies are for medical appointments and require verification from the doctor's office. Most doctors and dentists provide medical slips for school attendance purposes. At the discretion of the Administrator, excessive tardies may result in dismissal from school. Children need to go directly to their classrooms in the morning when tardy, not to the office. Students arriving after 8:35a.m. should proceed directly to their classroom where they will fill out a tardy form.

Punctuality is an important character trait and life skill which must be practiced from an early age to avoid serious consequences as an adult. Therefore, it is essential for parents to model punctuality by assuring that their child is on time to school each day

### **Missed “Terra Nova” Examination:**

If a student is absent for any reason and misses all or part of the S.A.T. examination, at the discretion of the teacher, a make-up may be requested. All S.A.T. testing for missed parts of the examination will be conducted by the classroom teacher (at her discretion) and the teacher will be remunerated for her time. If the classroom teacher is unavailable to administer the make-up exam(s), the Learning Lab teacher may give the test(s).

### **ADMISSION:**

Kindergarten children must be 5 years old by September 1<sup>st</sup>. Each child must have a licensed physician’s report, complete identification, and emergency information, the school agreement, and the initial fees paid by the 1<sup>st</sup> of August. Re-enrollment in March will guarantee a place in school for the “Fall”, provided the school account is kept current or paid in full. School records are not released if accounts are not current. The school reserves the right to dismiss or refuse to re-enroll a child at the school’s discretion. In the event of said dismissal, all tuition charges will be prorated to the last day of attendance of said pupil. After March, enrollment for the following “Fall” will be open to new students. Each child is accepted on his or her individual merits, regardless of race, color, or creed. Children who are physically handicapped or emotionally disturbed shall be accepted only after evaluation by the Administrator and the School Board Committee.

#### **The decision shall be based on:**

- a. The child’s attendance having no adverse effect upon other children, either through direct behavior of the child or through requiring staff time needed by other children.
- b. The school’s ability to meet the needs of the child.

Payments must be made **ONE MONTH IN ADVANCE**. All monthly tuition payments are due on the 5<sup>th</sup> or 20<sup>th</sup> of each month.

#### **Families may pay their tuition and day care fees in one of the following ways:**

1. **OPTION 1** - Tuition & day care payments may be made in full by cash or check. (No annual fee)
2. **OPTION 2** - Payments in two (2) semester payments – bring directly to the school office. (No annual fee)
3. **OPTION 3** - Payments in 10 monthly installments by automatic bank debit: Payments are made via F.A.C.T.S. Tuition Management. All monthly payments are processed by and through F.A.C.T.S. You will be charged an annual fee of \$41.00. Registration for F.A.C.T.S. Tuition Management can be found at valleypresbyterianschool.com.
4. **OPTION 4** - Automatic monthly credit card payments may be arranged through F.A.C.T.S. Tuition Management, however, a convenience fee of 2.75% is charged by the company on each credit card payment. You will be charged an annual fee of \$41.00. F.A.C.T.S. accepts Master Card, Discover, and American Express. F.A.C.T.S. does not accept VISA.
5. **OPTION 5** - If you choose not to make your payments directly to F.A.C.T.S. by EFT or Credit Card a monthly invoice will be sent to you for payment due on the 5<sup>th</sup> of the month. Your monthly payments will be mailed directly to F.A.C.T.S. You will be charged an annual fee of \$45.00.

There are **NO REFUNDS OR DEDUCTIONS** for holidays or absenteeism. There will be a \$30.00 fee charged for each returned payment by F.A.C.T.S. Valley Presbyterian School charges an additional \$50.00 for a second (2) returned payment. **IMPORTANT:** If all accounts are not paid in full, all report cards and awards **will be held until cleared** with the bookkeeper. If it becomes necessary to withdraw your child/children from V.P.S. during the school year, a written letter **MUST BE GIVEN TO THE SCHOOL OFFICE ONE MONTH PRIOR TO THE TIME OF REMOVAL**. If this is not done, you will be liable for the next month’s tuition and Day Care fees. **THERE ARE NO REFUNDS OR DEDUCTIONS** for holidays or other absences.

## **AFFILIATIONS AND MEMBERSHIPS:**

Valley Presbyterian School is a ministry of Valley Presbyterian Church, as such, the school is a church run school versus a parent run school.

Valley Presbyterian School is a member of the Association of Christian Schools International. A.C.S.I. was founded by a group of Christian school leaders from Bible believing denominations for the purpose of promoting the cause of Christian education. A.C.S.I. has a membership of over five thousand schools and colleges.

## **APPEAL/GRIEVANCE PROCESS:**

The school is interested in the concerns of parents/guardians. In the Bible, Matthew 18 principles are used to address grievances. Emphasis is on communicating effectively to prevent problems. The communication is done by way of orientations, student handbook, contracts, phone calls, request for parent signatures, progress reports, report cards, Monday bulletins, notices sent home, and conferences, as well as other means.

However, if a problem should arise, the parent/guardian should first review the school handbook and parent pledge. The parent/guardian must start with speaking with the person most involved with the problem. If no solution is found, the parent/guardian may contact the school office manager for and arrange a conference with the principal. If after meeting with the principal, the parent or guardian still does not feel that the issue has been satisfactorily resolved, the parent may make an appointment with School Board members to discuss the grievance. Parents may request a meeting by verbal or written request. The procedure will depend on the nature of the grievance.

## **ARRIVAL AND DEPARTURE:**

Students in full day care may arrive at 7:00a.m. and stay as late as 6:00p.m. Students not in some form of day care should arrive after 8:15a.m. and leave the campus by 3:00p.m. After and before these hours, students will be under the supervision of Day Care and will be liable for day care fees. Coupons for occasional day care may be purchased in the school office.

## **ATHLETIC EQUIPMENT:**

All athletic equipment for use during P.E., recess or lunch playtime will be provided by the school. If a student loses or damages school equipment, he/she may be expected to replace the equipment. A notice will be sent to the parent. Students are not permitted to bring toys or equipment from home.

## **AWARDS:**

### **Good Citizen Award "GOLD SLIPS" (Kindergarten – 6<sup>th</sup> grades):**

The purpose of "Gold Slips" is to promote good citizenship at Valley Presbyterian School. One class from grades 4<sup>th</sup>-6<sup>th</sup> and one class from grades Kindergarten-3<sup>rd</sup> will be selected each month based on the winners having the most gold slips for that month.

The reward will be an extra 20 minute recess or a free dress day the next week. An assigned paraprofessional will do the supervising.

### **Scholastic Awards (3<sup>rd</sup> B 6<sup>th</sup> grades)**

Merit and Honor Awards are given at the end of the year in the classroom to the students for their outstanding academics, social and work habit achievements. Merit Awards are earned by achieving A=s and B=s in 7 academic subjects with a total of 8 grades. An AN@ or AU@ in any area of work habits, social development, Art, P.E., or Music disqualifies a student for a Merit Award.

Honor Awards are earned by achieving all A=s in the 7 academic subjects and all other stipulations as listed in Merit Awards apply.

Social Habit Awards are given for all O=s in recognition of outstanding Social Habits.

Work Habit Awards are given for all O=s in recognition of outstanding Work Habits.

### **Service Awards:**

Service Awards are awarded to the three outstanding students per classroom in grades 3<sup>rd</sup>-6<sup>th</sup>. These students may have performed services such as a classroom helper or have given assistance in some way to V.P.S. Children giving service for a teacher will never be left unattended or unsupervised.

A list of Service Award students will be kept by each teacher. Awards are collected from the office, filled in by the teacher and given at the end of each semester.

### **Student of the Month Awards:**

The Student of the Month program is designed to recognize ONE student (boy or girl) from each classroom for outstanding achievement in any area the teacher feels is noteworthy. This could be an improvement in behavior, demonstration of the character trait for the month, consistent punctuality, etc. Students do not need to be outstanding academically to qualify for this award. The award focuses on citizenship.

### **BACKPACKS:**

Rolling backpacks on wheels are not permitted as they are tripping hazards. Please label backpacks with the student's name.

### **BIRTHDAYS/BALLOONS/FLOWERS:**

Kindergarten children *ONLY* may have birthday celebrations in the classroom. Parents must clear this in advance with the classroom teacher. A simple refreshment may be provided at the last ½ hour of the day.

No individual birthday parties will be permitted during school time for grades first through sixth grades. Teachers often recognize a student's birthday individually or as a group for the particular month with a card, song, etc. No party invitations are to be given out during school unless the entire class is invited or all students of the same gender. It is the school's policy never to release addresses or phone numbers of students except for those wishing to participate in the class rosters.

### **BALLOONS/FLOWERS**

Parents may not send flowers and balloons to students. (Should they be sent they will remain in the school office until school is dismissed). There is not an adequate place to keep them and they distract from the teaching environment,

### **CELL PHONES:**

Students are NOT permitted to carry cell phones at school. Only under very specialized circumstances will the Principal grant a waiver concerning this rule and only after a written request from the parent is reviewed and granted from the Principal. If your child has an urgent need to reach you, with the teacher's permission, the office will allow the student to use the school phone.

Bringing a cell phone to school, will result in the cell phone being confiscated! It will only be returned to the parent in the presence of the Principal.

### **CHAPEL:**

Chapel is held each week on Monday beginning at 1:00p.m. in the church sanctuary. In addition to special guest speakers, each classroom will be hosting a chapel performance during the school year. Parents are always welcome to attend any chapel service. A chapel schedule is available on the website. Teachers will notify parents in advance of their child's classroom chapel.

## **CHILD REPORTING OBLIGATIONS:**

In accordance with Valley Presbyterian School's policy and California law, school staff is obligated, under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in /advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **CLASS PARTIES:**

Our school observes three holidays, Christmas, Valentine's Day, and Easter with class parties. The teacher's birthday and the end of the school year may also be celebrated with parties. Room mothers should coordinate party food, games, etc., with the teacher at least 2 weeks prior to the event. The number of parents assisting in the classroom for parties will be limited at the teacher's discretion. Siblings will not be allowed to leave their own classroom party to attend the classroom party of the brother or sister.

## **CONFERENCES:**

Individual conferences between parents and teachers regarding the student's progress will be scheduled at least once during the school year. Other conferences between parents and teachers may be scheduled as needed. Conferences in the beginning of the school year must be scheduled after the first week of school. No exceptions will be made. Each teacher reserves one day of the week for this type of conference. Parents may make appointments on the teacher's conference day through the School Office. Telephone conferences may also be arranged on the teacher's conference day. For other than emergencies, please limit conferences to the one day each week that each teacher reserves for this purpose. On other days of the week, teachers have various duties to perform.

## **DAY CARE POLICIES:**

Day Care is limited to full day or pre-arranged hourly day care only. Full time Day Care must be arranged in advance and paid in advance. Hourly or drop in day care must be paid by the Friday of the week that day care is used or a late fee will be assessed.

Day Care service is available each day from 7:00a.m. to 6:00p.m. This service is available only to those parents whose child is enrolled in the school and is prepaid by the month. It will be available on a first-come, first-serve basis, as we do have a maximum limit as required by law. FULL DAY CARE includes selected days of Thanksgiving, Easter, and Christmas recesses, but does not include legal holidays.

There will be a fee (refer to contract) charged for each five (5) minutes after 6:00p.m. Exceptions will be made for occasional, valid emergencies. After three (3) late pick-up times, the student may no longer be allowed to remain in Day Care for the remainder of the school year.

Children *MAY NOT* be dropped off before 7:00a.m. or left unattended at anytime. If not in full day care, students may not be on campus before 8:15a.m. even if supervised by parents or day care fee will be assessed. Coupons for occasional emergency day care may be purchased in the school office.

In cases when children are left after 6:00p.m. whose parents cannot be reached and when no one else on the emergency list can be reached to come pick up the child or children, the Juvenile Police will be called to take care of the emergency. Insurance prohibits our Day Care personnel from removing children from the premises; i.e. taking care of them at home until parents can be reached. We thank you in advance for being prompt and exact as to who is to pick up the child.

If you bring your child to school more than 15 minutes early or pick him up more than 15 minutes late, he will be sent to Day Care and you will be charged. Please refer to the guidelines for Day Care expectations which are fully explained in the letter to parents sent home at the beginning of each school year.

### **DETENTION:**

After school detention is held each Tuesday from 3:00p.m. – 3:45p.m. Valley Presbyterian School teachers rotate detention duty and supervise the students in their own classroom. Therefore, the room number in which detention is held each week will change. The classroom number will be listed on the notice sent home to parents. Detention notices are generally sent home the Monday before the assigned detention. Detention is **MANDATORY!** An assignment to be completed during detention will be given to the student.

### **DRESS CODE:**

Valley Presbyterian School requires students to wear a school uniform as part of their school experience. Please adhere to the specific uniform guidelines for shirts, pants, etc. available in the office. All jackets, sweatshirts, and outerwear for cold weather may be any color, but must be PLAIN with no logos other than V.P.S. Caps without a VPS logo, sunglasses, hats, scarves, bandanas, do-rags, sports band, beanies, or other decorative headgear are not permitted. V.P.S. caps, scarves, or beanies will be permitted during periods of extreme hot or inclement weather and only while outdoors. Hair color must be a natural color to the student. NO altered hair color is allowed. Hair must be ONE tone, no highlights, neatly styled, and without being extreme. Hair that distracts from the educational process such as extreme cuts, spray-painted, bleached, or glitter in the hair is unacceptable. Hair styles not acceptable for boys are; extreme spikes, ponytail, piglets, afros, dread locks, entirely shaved scalps, Mohawks, two toned hair, etc. Boys' hair must be *above* the collar. Bangs for both boys and girls must be short enough to be out of the eyes to avoid impeding vision. Also, unacceptable are tattoos in any form that are visible, both permanent and temporary. No barefeet or unsafe or disruptive footwear shall be worn. It is required that sturdy shoes suitable for physical education activities be worn on P.E. days, or a pair of tennis shoes be kept at school. Students may not wear sandals, platform shoes or skate shoes, heelys, uggs, boots, or long dresses as they will inhibit play. (Even on *FREE* dress days) Socks must be worn with shoes. Earrings and body piercing (except earrings for girls) are not acceptable for school. Jewelry such as large or dangling earrings, large (charm) bracelets, multiple bracelets, belt buckles, pins, wallet chains or buttons that portray the gang, punk, goth, or rock culture are inappropriate and may not be worn to school. Facial make-up, nail, and/or hair enhancements, such as extensions for elementary girls is considered inappropriate for school. Only light colored nail polish is acceptable.

Girls may not wear skirts, jumpers, leggings, patterned tights or socks. Only solid colored tights or socks that match the uniform pants, skorts, etc. may be worn. Long or short sleeve tops, and camisoles, worn under polos must be a solid color that complement



the polo and not fall below the polo. Cardigan sweaters, sweatshirts, and jackets in a solid color(s), with no logo other V.P.S., are acceptable outerwear. Girls may not wear shrugs or half jackets over their polo shirts. Capri pants for girls in acceptable uniform colors may be worn, but may not have cuffs, elastic, or tie strings. Pants for boys and girls must fit properly and may not have holes or multiple pockets. Cargo pants and corduroy are not uniform pants.

PLEASE NOTE:

Each year, new dress styles and fad accessories emerge into society. Therefore, the Administration and faculty reserve the right to evaluate any mode of dress that, in their estimation, inhibits the philosophy, purpose, and goals of Valley Presbyterian School, the educational process, or threatens the safety and protection of all students as unacceptable.

Valley Presbyterian School desires to give grace and understanding when observing violations especially in the first two weeks of the school year. Therefore, children and/or parents may receive a warning (written or verbal) prior to the issuing of a dress referral notice. Parents may also be asked to bring a change of clothing to their students, or the student may be taken home to change clothing. Three dress referrals in a trimester will result in a detention. Repeated lack of adherence to the dress code will result in a parental meeting with the Administration.

SPECIAL DRESS DAYS

**Free Dress Day:**

Students may NOT wear tank tops, tops with “spaghetti” straps, or crop tops unless an additional garment is worn beneath it.

Girls may NOT wear leggings as pants. Leggings may be worn under a dress. The dress must cover to mid thigh or longer. Long dresses or skirts are not permitted for safety issues.

Boots, slip on shoes, sandals, etc. are never permitted even during inclement weather. Students may wear rain covers for shoes and remove them after they arrive at school.

When a class earns a “free dress day” or a “free dress week”, students may wear non-uniform clothing. However, students must still observe the general dress code with safety and modesty in mind. Please wear socks and tennis shoes. Jeans and shorts are permitted but may not have holes or be too tight. “Short shorts” are not permitted. Shorts for girls and boys must be at a mid-thigh (just above the knee) length. T-shirts may not have inappropriate sayings or designs. Skorts or skirts must be at a mid-thigh length. Skirts ***MUST*** have shorts worn beneath them. Clothing should always be Christ honoring!

**Patriotic Day:**

We honor our country and those who serve in our military on the FIRST Friday of every month. Each class takes a turn presenting a small program for the entire school on the playground at 8:30a.m. Students may wear polo shirts in patriotic colors (red, white, or blue) and T-shirts with a patriotic theme. Uniform pants and/or skorts, etc. must be worn with the patriotic shirt.

**Sixth Grade Fridays:**

Students in 6<sup>th</sup> Grade ONLY may wear jeans on Fridays with their uniform polo or a V.P.S. T-shirt. No short shorts are allowed-only longer style shorts.

**Spirit Days and Fridays:**

ALL students may wear a V.P.S. T-shirt or any color polo shirt on Friday/Spirit days. Uniform bottoms are required on these days (grades Kindergarten – 5<sup>th</sup> grades).

## **OBJECTIVES**

Our goal is to expose children to a wide variety of experiences, geared to their level to give them...

1. A well-built foundation of ideas, experiences and goals.
2. A love of learning, free inquiry, and devotion to God.
3. Development in all areas (intellectual, aesthetic, physical, emotional, social, and spiritual) to each child's own fullest potential.

VALLEY PRESBYTERIAN SCHOOL endeavors to emphasize and assist the child and his or her parents in developing a sense of truth, love, and appreciation of God's plan in the child's relationship with his parents, other children, Church and school. The Bible is the source of our Spiritual Education. "Thy Word is a lamp unto my feet, and a light unto my path." Psalm 119:105

The Elementary program may, some years, have two classes at each grade level. In addition to the classroom teachers, there are remedial, music, art, and physical education teachers. Computer instruction occurs weekly in the computer lab.

The philosophy of the school is one of goals and objectives. Assessments are made of pupils' proficiency in each skill area. Year after year, testing (National Achievement-total test includes: Vocabulary, Reading, Word Study Skills, Math, Spelling, Language, Social Science, Science and Listening) shows that Valley Presbyterian School's students score higher than the national average at every grade taught.

Textbooks and curriculum are chosen so that there is a uniform adoption or series throughout the school. Each subject has its own framework. Teachers are expected not to stray too far from the subject content of their curriculum; however; they are encouraged to discuss topics of varied interest and to present materials in varied manners.

The Association of Christian Schools International (A.C.S.I.) coordinates many student activities. Valley Presbyterian School pupils participate in Speech Meets, Spelling Bees, Math Olympics, Choral Festivals, Piano and Instrumental Festivals.

### **ELEMENTARY MUSIC POLICY:**

Each class performs in a special program each school year. Participation is mandatory and reflects in the student's grade. Family emergency may be excused through the Principal.

The school's Honor Choir is comprised of 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students that have passed an audition. All Honor Choir students must maintain passing grades in all subjects and may not receive a U in Social Habits or Work Habits. Honor Choir students participate in several after school special music programs (PARTICIPATION IS

MANDATORY. Family emergency must be cleared through the Principal.) Honor Choir is a full year commitment.

The School's Band/Orchestra is comprised of Kindergarten through 6<sup>th</sup> grade students and is an optional activity, taught either before or after the instructional day.

### **ELEMENTARY PHYSICAL EDUCATION POLICY:**

In order to give your children a well balanced experience, Valley Presbyterian School provides a program of physical education where the sole purpose is to conduct classes in physical education. Our program is one that has a fourfold purpose:

1. Physical conditioning
2. Development of individual skills
3. Socialization through group play
4. Christian sportsmanship

of time each week. If your child is ill or injured please send a note SIGNED BY A PHYSICIAN EXCUSING him/her from P.E. activities. The P.E. teacher cannot honor a parent's excuse from class for more than one consecutive day. If the child has a problem that arose after he arrived at school, the School Office may excuse him from that day's class. SEE DRESS CODE REGARDING P.E. CLOTHING.

### **FIELD TRIPS:**

The children are occasionally taken on field trips to an area of interest. If chartered buses are used, a charge will be made. Parents who are licensed, insured drivers are sometimes requested to share the driving and accompany the children. Parents who share in the driving must have on file in the school office the following:

- a. Copy of a valid California drivers license
- b. Proof of insurance - this needs to show the dates that the insurance policy is in effect.

Signed permission slips are required to be on file in the office. Parents sharing in the supervision may NOT bring siblings or younger children on field trips. Parents are responsible for the care of their children if they have elected not to go on the field trip. Parents must go directly to and from the field trip destination and should not make any unscheduled detours/stops, unless authorized by the person in charge of the field trip.

### **HOMEWORK:**

Homework is the responsibility of the student. Homework done by the parent is a bad lesson for the student. Homework teaches decision making, exercises judgment, encourages self-discipline, and responsibility. Together the parent and student should decide on a study area where needed tools are kept (pencils, dictionary, etc.) A regular daily schedule for homework should be followed. Parents are encouraged to help when the student asks for help. It is also suggested that on occasion the parents ask to see assignments before they are turned in and another time after assignments have been returned to the student. Brief help is expected but constant help prevents the student from becoming autonomous. Homework supplements classroom activities. A grade is not always assigned to homework. If the student is spending excessive time with homework, it could be that the student is not putting forth the effort in the classroom on his/her own. If there is a concern please contact the child's teacher. Homework is assigned on Monday, Tuesday & Thursday nights.

### **I.E.P. "Individual Education Program" – (Public Schools)**

Requests for Valley Presbyterian School staff to attend an I.E.P. meeting must be given in writing and approved by the Principal well in advance of the I.E.P. meeting date. Parents may be required to pay for a substitute to replace the staff member attending the I.E.P. Meeting. Forms required by the public school system will be mailed directly to the public school conducting the I.E.P. and will not be given to the parent. Parents must give the teacher and other school personnel 3-5 days prior notice for completion of any forms.

### **ITEMS BROUGHT TO SCHOOL:**

Items that are not appropriate to the school environment should be left at home. If in doubt as to the appropriateness, clarification should be asked for in advance. Radios, cell phones, iPods, tapes, discs, CD & tape decks, toys, trading cards are but a few of the items not appropriate for school. The school is not responsible for the loss or breakage of unauthorized items. Unauthorized items will be confiscated and must be picked up from school by the parent if dangerous or of great value. Other confiscated items will be returned at the discretion of the teacher

### **KINDERGARTEN SEPARATION:**

Parents and children are encouraged to visit the school prior to enrollment. We want both to feel familiar with the school environment before the first day. An Orientation interview may be scheduled prior to formal acceptance where the parent(s) and child will be given a tour of the school facilities.

### **LIBRARY:**

Valley Presbyterian School is a children's ministry of which the library is a vital part. Our library serves as a support to the classroom curriculum with a collection of over 13,000 books.

Each student is able to check out 2 books each week; one free reader and one accelerator reader. The free reader is due the following week on your child's library day. The accelerator may be kept for up to four weeks, if necessary.

If a book is not returned on your child's library day, a reminder will be sent home to be signed by the parent and returned with the book. We do not charge for overdue books. There will be a charge for lost or damaged books. Your child will not be able to check out another book until either the book is returned or paid for if lost.

At the end of the school year, all library books are returned 2 weeks before the last week of school, to enable us to clear all students. If a book is not returned, your child's report card will be held until the book is returned.

### **LOST AND FOUND:**

Please put the student's name on all clothing, lunch pails and thermoses. If items are identifiable they will be returned to the student. Unidentifiable items not claimed by the end of each month will be given to charity.

### **LUNCHES AND SNACKS:**

All children eat lunch at school. Parents may avail themselves of our 5 day hot lunch program or provide a balanced, nutritional lunch from home. Please omit candy, gum, and CARBONATED soft drinks from their lunches. NO drinks with sugar, i.e. Gatorade are allowed. Glass containers are not permitted in student lunch boxes/bags.

PARENTS must come to the office when delivering a student's lunch. Parents may NOT sit at the lunch tables with their child for lunch but are welcome to sign their child out through the office to have lunch off campus.

In compliance with the National Environmental Health Association, school policy states; "Food prepared in a private residence may not be used or offered at Valley Presbyterian School."

### **MISSION STATEMENT**

Our Mission is to educate the total child so that he or she will be prepared for God's perfect plan for his/her life. It is our purpose to have a "Total Christian Education" that is a thorough integration of the educational efforts of the HOME, the CHURCH, and the SCHOOL. We believe that when high standards of academic excellence are combined with the teaching of basic spiritual principles for daily living, as set forth in the Bible, and expressed in the subordinate standards of the Westminster Confession of Faith, we will produce students who will not only know what to think but how to think. Ultimately the goal of all learning should lead the student to fulfill his/her created temporal and eternal purpose, which is to glorify and enjoy the true and living God. Only with God-centered curriculum will the student be able to thoroughly integrate all of the particulars of life into a unified faith-life view, so that the mature individual will function optimally with himself, his fellow man, and before his God.

VALLEY PRESBYTERIAN SCHOOL was organized by the Session (elders of Valley Presbyterian Church) to provide children with a well-balanced learning environment for the educational development of the total child in all areas; intellectual, aesthetic, physical, emotional, social, and spiritual.

### **PARENT PROGRAMS:**

The following activities are part of our regular school program and are planned to help the parent develop confidence, establish rapport, set up attitudes of home-school cooperation to discover common needs and goals. The goal for the teacher is to get to know the child and the parents. The goal for the parent is to get to know the teacher, the school and their expectations.

1. **PARENT ORIENTATION NIGHT** - The first group meeting planned for mothers and fathers will be sometime early in September. The purpose of this meeting will be to discuss school philosophy, policies and goals, and to further facilitate the school staff and parents getting better acquainted.
2. **“MEET & GREET” the Teacher Night** - All Kindergarten through 6<sup>th</sup> grade students are invited to meet their teacher on the Monday evening before the start of school.
3. **PARENT VOLUNTEERS** - Parents may become involved in the program by volunteering to help in a variety of ways. (e.g. office help, making classroom teaching aids, helping in the classroom, parties, Bible memory, Library, etc.) Please contact the school office or PTF for more details.
4. **PARENT-TEACHER FELLOWSHIP** - The purpose of the Valley Presbyterian School P.T.F. is to be an auxiliary organization to the school, aiding, supporting, and promoting the school administration under the supervision of the Church Session and Church Executive Board. The goal is to contribute time, effort, and monies to further achieve and procure materials, equipment and programs to benefit all of the children enrolled in the school. All parents are welcome to join.

### **PARKING AND TRAFFIC PROCEDURES**

Safety is our primary concern! The speed limit is 5 miles per hour while in the parking lot.

#### **MORNING DROP OFF PROCEDURES**

##### **NORTH PARKING LOT – (Exit onto Tupper Street)**

Parents **MUST** park and walk their children to the gate which enters the North playground. Children may **NOT** be dropped off at the cones or allowed to walk alone through the North Parking Lot as it is not safe.

##### **MIDDLE PARKING LOT – (Exit onto Haskell Avenue)**

This drop off area is designed for the parent who wishes to stay in the car. Please pull up to the cones and let your child exit from the **RIGHT** side of the car **ONLY!** This is safer and will aid the flow of traffic. Never park in the drive through. School staff will assist your child from the car and direct them to walk through Galpin Hall to the North Yard. Please have backpacks and lunch pails ready when exiting the car.

##### **AFTER SCHOOL Drive Through Pick-Up Procedure for ALL Students:**

2:45 - 3:00p.m.

Autos must enter from the Tupper Street ENTRANCE ONLY and follow the short horseshoe pick-up line that leads to the gate where your child will be waiting for you. Staff will assist your child into the car. Drivers will then proceed out of the parking lot using the Haskell Avenue Exit ONLY! Parents will not be allowed to park in this drive through area as it will impede the flow of the drive through. This NORTH exit is NOT for picking your child up on foot.

Some parents may want to consider arriving closer to 2:55p.m. to avoid congestion. If you have an after school appointment with a teacher, business in the school office, or other need that necessitates parking, please use the lower half of the North parking lot (see diagram) or the Middle parking lot when available. Proceed through the South Security Gate of the school. For safety purposes, pedestrians will not be permitted to enter through the north gate, ONLY through the South Security Gate of Galpin Hall.

Please be patient as any traffic issues usually resolve themselves in a few days. Please make every effort to be a Christian example to our students. Thank you for your cooperation in our effort to keep our children safe.

**REMINDER:**

Please do not use your cell phones while driving in the school parking lot.

**PLAYGROUND POLICIES FOR PARENTS:**

While we appreciate and encourage the involvement of parents at Valley Presbyterian School, safety and insurance codes prohibit us from allowing parents to physically or verbally participate in activities with students on the playgrounds during school hours (7:00a.m. to 6:00p.m.) Therefore, we ask that parents follow the school policies listed below:

- Parents may not referee games.
- Parents may not discipline students or become involved with a dispute between students while on school grounds. Parents should bring to the attention of the school personnel any concerns they may have.
- Parents may not play with students in a game even if the intent is to teach a skill. Please notify the P.E. coach if there is a perceived need and the coach will address it in the P.E. classes.
- Parents may not allow non-school age children or siblings currently not attending Valley Presbyterian School to wander unsupervised or play on/with school equipment while on school grounds. This also applies to all after school sponsored games on or off our campus.
- Parents need to help their child develop confidence and independence by not standing with their child's class during morning line up. Parents should refrain from walking their child to the classroom each morning. Some exceptions will apply for new students and kindergarten parents during the first few weeks of school.
- Parents must be off the North Yard by 8:30a.m. in order to allow P.E. classes to begin.

**POLICY:**

**POSSESSION of/WEAPONS/ USE OF WEAPONS/THREATS:**

Valley Presbyterian School considers student possession of/use of/ or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with the same manner as a "threat" below.

Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests and intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

“Possession” includes, but is not limited to, having a weapon on school property or at a school-sponsored event located: (a) in a space assigned to a student such as a desk; (b) on the student’s person or property or (c) under the student’s control or accessible or available, such as hidden by the student. (d) verbal accusation which threatens the life of V.P.S. personnel or property.

“Threat” includes, but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; (c) or the statement of possessing a weapon at school or a school function d) verbal accusation which threatens the life of V.P.S. personnel or property.

A “weapon” includes, but is not limited to: (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; or (c) a slung shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or a (d) a sling shot, which is a forked piece of wood, metal, plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles; or (e) a sand club, chains or metal knuckles; or (f) a device commonly known as “throwing star,” multi-pointed metal objects designed to embed upon impact; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger; or (i) any device commonly known as “nun-chu-ka sticks” consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means; or (j) a stun-gun; or (k) any explosive device including fireworks.

Any faculty member, staff member, or administrator with knowledge of “possession,” “threat,” or “use of weapons” as described above shall immediately report to the principal/director/designee, who shall: (a) submit a report to the appropriate jurisdictional police authority, and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

### **PROMOTIONAL, ADVERTISING, SOLICITING:**

Because we are a part of, and are supported by Valley Presbyterian Church, Valley Presbyterian School is prohibited by the Church constitution from promoting or soliciting the sale of or support of any non-church related organization or function (e.g. Girl Scout cookies or calendars, various walk-a-thons, etc.) It is also policy not to advertise or promote any activity not directly related to Valley Presbyterian Church or Valley Presbyterian School.

### **REPORT CARDS/PROGRESS REPORTS:**

Report Cards are issued three (3) times each school year. A copy of the report card is kept in the office and may not be taken off the school premises. The student shall return his report card within one week. A \$5.00 dollar fee is charged for any report card which has to be replaced. “Duplicate” is written at the top of each replaced card.

In between each report card period, approximately every 6 weeks, a progress report for all academic subjects, work habits and social habits shall be sent home to all students. A copy shall be made and kept by the teacher. The report card envelope must be signed and returned within one week. The parent may keep the report card.

## **REQUEST FOR TEACHER RECOMMENDATIONS:**

### **Doctor Forms, School Evaluations, etc.**

All requests for teacher recommendations or doctor evaluations etc. must be submitted to the teacher at least ONE WEEK prior to the date due. All such forms must be accompanied by a stamped addressed envelope for DIRECT mailing to the doctor, school, etc. Parents will not be permitted to “hand carry” forms to the person or facility requesting the evaluation. Forms for recommendations to other schools will have Valley Presbyterian School’s own form attached with copies of two past report cards, and the most recent SAT results.

## **SEXUAL HARASSMENT POLICY:**

In order to comply with California Education Code 212.6 and Government Code 129506b, Valley Presbyterian School has adopted a “Student Sexual Harassment Policy.” This detailed policy is as follows: This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect.

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

### **DEFINITION OF SEXUAL HARASSMENT**

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

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

### **Examples of Sexual Harassment**

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

- Unwanted sexual advances or propositions
- **Offering academic benefits in exchange for sexual favor**
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes



- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation
- Physical conduct such as touching, assaulting, impeding or blocking movements

### **What to do if you experience or observe sexual harassment**

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

**ALL COMPLAINTS WILL BE PROMPTLY INVESTIGATED!**

### **Where to report sexual harassment**

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

- |                                       |          |
|---------------------------------------|----------|
| • Principal                           | 894-3674 |
| • Pre-School Director                 | 892-1622 |
| • Pastor ~ Valley Presbyterian Church | 894-9200 |

### **Confidentiality**

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

### **Protection Against Retaliation**

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

### **Procedure for Investigation of the Complaint and for taking Corrective Action**

When an administrator has been informed of a complaint an investigation will immediately occur. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to an including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### **STATEMENT OF CORRECTIVE DISCIPLINE**

Valley Presbyterian School's philosophy of discipline is Biblically based (Proverbs 15:5; 19:18; 27:5; 28:23 and II Timothy 3:14-16 are but a few examples). Discipline promotes a child's development and growth; therefore, the staff looks upon discipline as an opportunity to teach and to train the child. Parents and students are required to yearly sign and agree to the "Executive Summary of the Student Handbook" and a "Parent's Pledge." All areas of the child's development must be supported by both the home and the school. As much consistency as possible, should be maintained between the home and school.

A “Chain of Discipline” has been established at the school. The teacher or adult on Yard Duty is responsible for handling non-cumulative misconduct. Within each classroom the uniqueness of each teacher leads to a variety of discipline techniques (i.e. isolation, notification of parents, deprivation of privileges, contracts) etc. Giving the teacher this responsibility leads to a positive relationship with the class and with each individual student. Positive discipline techniques are used in all classrooms.

Cumulative or major misconduct may result in one of the following: Student referred to a school administrator; conference between administrator, teacher, parent and/or student; temporary suspension from classroom; or dismissal from school.

After-School Detention may be assigned to students. This detention is assigned only on Tuesdays and IS MANDATORY, if assigned. A detention form will be sent home the Monday before to inform the parent. This must be signed by a parent and returned the following day.

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

### **VISITING CLASSROOM**

Parents visiting classes are permitted only after the first six weeks and before the last four weeks of school. Classroom visits must be arranged through the office 24 hours in advance. Parents visiting the classroom may observe for no more than 30 minutes and only during the teaching of core subjects. A telephone call will prevent possible disappointments,

since a healthy classroom environment can become over stimulated by too many visitors at any one time. (Anyone desiring a conference with a teacher or the principal concerning the student’s work or records is asked to make arrangements in advance of the day requested.) All visitors are asked to enter through the office and sign in. Please remember this is for the safety of our children and staff.

Parents calling for students during school hours must come to the office for identification and a student release form. The child will then be called to the office by the secretary or administrator.

When a child is to be picked up by someone other than the parents, an advance note must be sent to the office and definite verification obtained to guarantee the individual’s identity.

Teachers have no authority to release a student to a parent without a release permission slip. Release permission must come from the office. Permission will not be given to any pupil to leave the school grounds except as outlined as above. The school regards the safekeeping of your children as an important responsibility and asks for your cooperation in this procedure.

Parent communications to students during the school day must be reserved for emergencies only. Should it be necessary to make re-arrangements for home transportation, parents are asked to do so early in the day.

Because of the importance of the school atmosphere, our school desires that parents or friends avoid visiting around the classrooms, waiting for or picking up your children at the lunch area. If it is necessary to contact your child because of a forgotten lunch pail, etc., please do so through the office. Our secretary will be glad to assist you. If you are bringing a lunch to your child, please take it to the office, *NOT* to the child’s classroom. The office will make sure it is delivered to your child.