Valley Adventist Christian School



Parent-Student Handbook

SCHOOL HOURS OFFICE HOURS

8:00 A.M. – 3:20 P.M MON-THURS 7:30 A.M. – 4:00 P.M MON-THURS

8:00 A.M. -12:00 P.M FRIDAYS 7:30 A.M. –12:20 P.M. FRIDAYS

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“Train up a child in the way he should go; even when he is old he will not depart from it” –Proverbs 22:6 (ESV)



Handbook Agreement

Dear Valley Adventist Christian School Parents,

Welcome to the 2019-2020 school year! Please read the school handbook and discuss with your children the school policies and procedures within. Please complete and sign this sheet and return it to the front office. All families with students in grades K-8 must have a signed Handbook Agreement on file.

We, the students and parents of Valley Adventist Christian School whose signatures appear below understand and agree to abide by the rules, policies, procedures, and regulations as described in the 2019-2020 Valley Adventist Christian School Parent-Student Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Father or Legal Guardian Date

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Signature of Mother or Legal Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student (will accept two student signatures per line) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student (will accept two student signatures per line) Date

**Table of Contents**

[**Mission** 5](#_Toc491839019)

[**Philosophy** 5](#_Toc491839020)

[**Purpose** 5](#_Toc491839021)

[**Objectives** 5](#_Toc491839022)

[**The Academic Program** 6](#_Toc491839023)

[**Transitional Kindergarten & Kindergarten** 6](#_Toc491839024)

[**Language Arts** 6](#_Toc491839025)

[**Computer Technology** 8](#_Toc491839026)

[**Additional After School Activities** 8](#_Toc491839027)

[**Character Education** 8](#_Toc491839028)

[**Grading** 8](#_Toc491839029)

[**Grading and Assessment** 8](#_Toc491839030)

[**Conferences** 8](#_Toc491839031)

[**Report Cards** 8](#_Toc491839032)

[**Grading Scale** 8](#_Toc491839033)

[**\*Please note that the Transitional Kindergarten- Second Grade grading scale is based on a different system of letter and number configurations.** 9](#_Toc491839034)

[**Tutoring and Counseling** 9](#_Toc491839035)

[**Homework Policy** 9](#_Toc491839036)

[**Academic Probation** 9](#_Toc491839037)

[**Books, Supplies, and Equipment** 9](#_Toc491839038)

[**Academic Honesty** 9](#_Toc491839039)

[**Electronic Plagiarism** 10](#_Toc491839040)

[**Computer Use Policy** 10](#_Toc491839041)

[**Rules for Students using the Internet** 10](#_Toc491839042)

[**Unacceptable Use** 11](#_Toc491839043)

[**Consequences** 11](#_Toc491839044)

[**Parent-School Relations** 11](#_Toc491839045)

[**Student Expectations** 12](#_Toc491839046)

[**Philosophy of Respect** 12](#_Toc491839047)

[**Emotional Harassment (bullying)** 12](#_Toc491839048)

[**Sexual Harassment/Discrimination Policy** 13](#_Toc491839049)

[**Classroom Expectations** 18](#_Toc491839050)

[**Disciplinary Philosophy and Procedures** 19](#_Toc491839051)

[**Detention** 19](#_Toc491839052)

[**Behavioral Probation** 20](#_Toc491839053)

[**Suspension** 20](#_Toc491839054)

[**Dismissal** 20](#_Toc491839055)

[**Attendance Policies and Procedures** 20](#_Toc491839056)

[**Illness** 23](#_Toc491839057)

[**Legal** 24](#_Toc491839058)

[**Student Cell Phones/ Electronics** 24](#_Toc491839059)

[**Health and Safety** 24](#_Toc491839060)

[**Medical disclosure** 24](#_Toc491839061)

[**Medication** 24](#_Toc491839062)

[**Insurance** 25](#_Toc491839063)

[**Uniform Policy** 25](#_Toc491839064)

[**Daily Uniform** 25](#_Toc491839065)

[**Enforcement of Uniform Policy** 26](#_Toc491839066)

[**Free Dress Days** 26](#_Toc491839067)

[**Business Matters** 27](#_Toc491839068)

[**Admissions** 27](#_Toc491839069)

[**Age Requirements** 28](#_Toc491839070)

[**Registration Deposit** 28](#_Toc491839071)

[**Tuition** 28](#_Toc491839072)

[**Obligation to Pay Tuition** 28](#_Toc491839073)

[**Financial Aid** 28](#_Toc491839074)

[**Fundraising** 29](#_Toc491839075)

[**Emergencies** 29](#_Toc491839076)

[**Disaster Preparedness** 29](#_Toc491839077)

**Mission**

It is the mission of Valley Adventist Christian School(VACS) to impart a thorough knowledge of the Bible as the Word of God and to guide toward obedience to its principles, to provide an atmosphere in which the students may become acquainted with Jesus Christ and to promote reverence for God and thoughtfulness to man. We, as Seventh-day Adventists, want our children to be practicing Christians that are loyal, patriotic citizens who are aware of the needs of their neighbors. We want each student to have the opportunity to discover and develop their talents for the purpose of serving others in a society often devoted to personal interest.

**Philosophy**

The Seventh-day Adventist Church desires, through all its education programs to help prepare the youth for effective citizenship on this earth and for rewarding citizenship in the new earth.

The educational program of the church gives primary emphasis to character building and to the spiritual foundation of the life of its children and youth. Moreover, it strives to make provisions for the acquisition and interpretation of knowledge, which is appropriate from the secular and religious sources for mental, social, vocational, and physical development

**Purpose**

The primary purpose of VACS is to provide Christian education for the children of the Seventh-day Adventist Church. Children of other faiths and backgrounds may be accepted with the understanding that they will be expected to uphold the standards and participate in the religious activities of the school.

**Objectives**

VACS’s objectives are the foundation of our school and mirror the responsibility and conviction we share with parents for the growth and development of our students. These objectives are:

* To maintain a spiritual atmosphere in which prayer, worship, and doing the will of God will hold top priority and become the accepted pattern of living.
* To make Christ, as revealed through the Scriptures, the center of the teaching process.
* To help the students achieve a Christian philosophy for life, and to acquire the attitudes, knowledge, and skills necessary for developing a mature Christian character.
* To inspire students to the highest possible academic achievement, and successful application of such learning.
* To direct and encourage students in learning the basic principles of health, industry, promptness, reliability, accuracy, thoroughness, and self-reliance.
* To promote emotional maturity, social graces, and a healthy cultural integration.
* To encourage students to commit their lives to God’s plan; to inspire loyalty to their church and Christian love for the fellow man.
* To encourage the cooperative efforts of the school and church in promoting and upholding the standards of the Seventh-day Adventist Church.
* To accept Christ as the personal Savior and to grow in faith.

**The Academic Program**

VACS’ aims to provide a course of study that is academically challenging, yet also inspires a love of learning. The school offers a curriculum that strives to develop reflective, questioning, exploratory, and knowledgeable students. A variety of teaching techniques and strategies are used to cultivate well-rounded individuals. VACS has incorporated an emphasis on God’s Educational Training in the areas of Science, Technology, Engineering, Art, Math, Exercise, and Devotion (GET STEAMED).

VACS implements the North American Division’s (NAD) adopted curriculum. All courses taught are in line with the NAD’s requirements and standards, as well as the California State Frameworks and Standards for education. The following is a brief overview of the courses provided:

**Transitional Kindergarten & Kindergarten**

The Southeastern California Conference of Seventh-day Adventists has begun research on developing a program for the transitional kindergarten curriculum. Currently VACS will be implementing ***Stepping Stones*** is a faith-based, kindergarten curriculum that integrates all courses of study into an interactive learning experience. ***Stepping Stones*** incorporates language arts and reading, math, science, social studies, art, music, physical education, dramatic play and technology into its multifaceted curriculum.

**Language Arts**

***Pathways: A Journey to Excellence through Literacy*** is a total language arts program based on sound research. This program crosses curriculums using a thematic approach, focusing on a student’s abilities in reading and writing, creating individuals who will be lifelong readers and writers. Also, spiritual correlations are entwined in the lessons, making this program uniquely Christian and Seventh-day Adventist.

**Religious Studies**

The Seventh-day Adventist Bible textbooks are used in every classroom. The content of these textbooks is established from a clearly defined scope and structure to provide students with familiarity and understanding of the doctrines of the church and a Seventh-day Adventist lifestyle.

**Mathematics**

K-5

***Go Math!***, a division of Houghton Mifflin Company, is the adopted NAD math program for K-5. It incorporates the California Common Core standards for mathematics and correlates with the ITBS testing program. It provides a wealth of resources to reach all learning styles and needs.

6-8/Algebra I

***Big Ideas Math Dual Pathways*** and ***McDougal Littell Mathematics***, divisions of Houghton Mifflin Company, is the adopted NAD math series for grades 6-8. The integrated and paced approach to key concepts are taught with frequent use of visual models, technology options, projects, and problem-solving activities, demonstrating the usefulness of mathematics in real-world contexts.

**Social Studies and History**

The social studies (K-4) and history (5-8) curriculum is designed to foster in students an appreciation for history, the world and the varying cultures it contains, as well as a knowledge and comprehension of civic duties and responsibilities. Current events, historical content, global awareness, critical thinking, Socratic questioning, research skills, technology, and interdisciplinary skills are emphasized in appropriate degrees according to grade level***. Pearson Scott Foresman Social Studies, 2005*** is the accepted program for grades K-4 and ***McGraw-Hill Networks A Social Studies Learning System, 2014*** is the accepted program for grades 5-8.

**Science and Health**

***ByDesign: A Journey to Excellence through Science*** (1-8), and the ***North American Division Science/Health Series*** (5-8) are the approved texts for the science and health curriculum. These programs provide hands-on instruction, with an emphasis on the science process skills of observation, experimentation, and communication.

**Organic Garden and Environmental Education**

VACS students are to be good stewards of the world around them. It is the goal of VACS to foster a greater understanding, respect, and appreciation for the natural world through environmental studies, which is incorporated within the science and language arts curriculum. Students will participate in a variety of activities that will allow them to participate in community service, recycling, seed to table production, garden maintenance, and sustainability activities.

**Music**

The VACS music program consists of two main components: performance and skill development. Students learn and perform a variety of music at local SDA churches, chapel services, and school programs. Students are graded on their participation and attendance to these events.

**Art**

The VACS’ art curriculum is a comprehensive, hands-on program in which students’ art experiences nurture their imaginative and artistic aptitudes, increase their observant and manipulative abilities, support in the manifestation of individual designs, and offer opportunities for evaluating and gauging their own work.

**Physical Education**

The objective of the VACS’ physical education program is to impart in students a love for physical activity and an appreciation of the significance of developing life-long physical fitness abilities. Competitive and non-competitive sports and games, as well as sportsmanship, are part of the P.E. curriculum.

**Computer Technology**

The VACS technology program endeavors to attain a number of extensive goals that permeate the entire curriculum. The technology program intends to increase student involvement with technology and aptitude with applications and critical thinking skills through a vibrant, technology-related curriculum.

**Additional After School Activities**

Throughout the school year other after school activities may be offered, such as: tutoring, music lessons, and sports programs.

**Character Education**

The objective of character education is to grow in all our students’ principles, conducts, attitudes, and actions which foster thoughtful, accountable, and contributing citizens. Character education is extremely entwined into the fabric of our school’s curriculum. Social responsibility, civic duty, appreciation of diversity, and multi-cultural awareness are taught throughout the social studies and language arts curricula. Social and emotional learning models are also incorporated into the community of the school to help students develop tools to manage their emotions, resolve conflict nonviolently, and make responsible decisions.

**Grading**

**Grading and Assessment**

VACS’ offers on-going assessments in each classroom to measure progress in all subject areas. These assessments are administered by the teachers. Iowa Assessment, VACS’ formal standardized testing, is done once during the school year for grades 3-8 while MAP is done 3 times a year grades K-8.

**Conferences**

Parent-teacher conferences are held at the end of each quarter. Progress report cards are given at this time. VACS teachers schedule these conferences. It is the parents’ responsibility to contact individual teachers if they are unable to attend a conference during the scheduled times.

**Report Cards**

Report cards are given four times during the academic school year. They reflect growth in academic as well as social and emotional areas. Narrative and scale reporting are included on the report cards. The following grading scale applies to 3-8 grades:

**Grading Scale**

100% - 94% = A

93%- 90% = A-

89% - 87% = B+

86% - 84% = B

83% - 80% = B-

79% - 77% = C+

76% - 74% = C

73% - 70% = C-

69% - 67% = D+

66% - 64% = D

63% - 60% = D-

59% - 0 = F

**\*Please note that the Transitional Kindergarten- Second Grade grading scale is based on a different system of letter and number configurations.**

**Tutoring and Counseling**

If it is determined that a student needs special assistance beyond the support given by a classroom teacher, the teacher will discuss those needs with the administration and will consult with the parents.

**Homework Policy**

Homework is a very important part of the educational experience. Please make homework a top priority by scheduling time in your student’s routine each day. Homework helps students develop good study habits, which will benefit them throughout their educational experience. Homework also helps reinforce lessons that they have learned during class, and helps prepare them for upcoming tests and future lessons.

As individual teachers establish classroom policies regarding academic assignments, late and/or missing work may result in a grade reduction**. It is the student’s responsibility to check with his/her teacher and know the late assignment policy for each class**. If a parent or guardian would like to pick up any assignments for a student’s excused absence, please do so after 3:20pm Mondays through Thursdays, and 12:00pm on Fridays, so as not to interrupt instructional time.

**Academic Probation**

A student may be placed on academic probation if at the end of any semester the student receives a D, F, or more than one C- as a final semester grade. He/she will remain on academic probation until performance reaches a C or better in all coursework. The performance of a student who is on academic probation is subject to careful review by faculty. Continued poor grades, lack of effort, or failure to meet the provisions of the academic probation contract may result in the student not being offered a re-enrollment application for the following year.

**Books, Supplies, and Equipment**

A specific list of supplies necessary for each grade is sent to each family prior to the opening of school. Most textbooks, supplies, and equipment are loaned to the students and are expected to be returned in excellent condition. **Students will be held financially responsible for damaged, misused, or abused textbooks, supplies, and equipment**.

**Academic Honesty**

VACS’ students are expected to conduct themselves with honesty and integrity in their academic pursuits. Students are not to copy or share homework (unless instructed to do so as part of the assignment), give or receive answers, misrepresent another’s work as their own (plagiarism), or alter work without a teacher’s permission or direction. The consequences for a student found to have violated the School’s academic honesty policy are:

**K-4**:

* **First Offense**: A teacher-student conference is held and parents are notified by the teacher;
* **Second Offense**: A parent, teacher, student conference is held; the student is required to redo the assignment;
* **Third Offense**: A meeting with the principal, parent, and teacher will be held to review the situation and to determine appropriate actions and consequences.

**5-8**:

* **First Offense**: The student will receive no credit for the assignment/quiz/test, the parents will be notified, and a conference will be called between the parents and principal. The student will be put on behavior probation for the remainder of the semester;
* **Second Offense**: The student will receive no credit for the assignment/quiz/test, the parents will be notified, the student will be suspended, and a conference will be called by the principal.
* **Third Offense**: The student will be dismissed (expelled) from Valley Adventist Christian School.

**Electronic Plagiarism**

A student may not “cut and paste” text from internet sources and include it, without citation, in papers as his or her own words, thoughts, or ideas. All such texts must be placed in quotation marks and the sources attributed, by footnotes, parenthetical notes, or endnotes.

**The administration maintains the right to regulate consequences for any serious violation of the academic honesty policy**

**Computer Use Policy**

VACS faculty and staff provide close supervision for students utilizing the school computers and Internet; no open Internet use is allowed.

**Acceptable Use**

VACS computers are reserved for educational activities that support learning and teaching only.

**Personal Computers**

Students may only bring a personal computer to school to work on academic subjects or school activities with the written permission of the teacher and must be supervised at all times.

**Rules for Students using the Internet**

* Use the Internet only for the purpose assigned by a teacher and for school or research related activities;
* **Immediately notify school personnel if an inappropriate/offensive site appears on the computer;**
* Do not send any message that includes personal information about yourself or any other person. Report any person who asks for personal information to your teacher;
* **Do not respond to any messages that are mean or make you feel uncomfortable in any way; if you receive such a message, notify your teacher immediately**.

**Unacceptable Use**

* Deliberately attempting to degrade or disrupt system performance;
* Accessing inappropriate material;
* Violating the rights to privacy of others;
* Sending, receiving, or forwarding unkind, cyber bullying, or inappropriate digital media, including, but not limited to: e-mails, photos, videos, or materials not in line with the Philosophy, Purpose, and Objectives of VACS;
* Copying commercial software or other violations of copyright laws;
* Using the network for financial gain or illegal activities;
* Failing to immediately notify school personnel of inappropriate sites or misuse;
* Using a VACS computer unsupervised and/or without permission;
* Using technology in any way that is not in keeping with the philosophy and values of Valley Adventist Christian School

**Consequences**

Students who violate the VACS computer use policy may be subject to disciplinary measures up to and including loss of school computer privileges, detention, suspension and dismissal (see Disciplinary Policy and Procedures in this Handbook).

**Parent-School Relations**

**Expectations**

Valley Adventist Christian School expects members of the parent body to support the rules and regulations of the School. Should a need for clarification, concerns, or disagreements regarding School rules or policies arise, VACS expects all members of the adult community to address such situations through the proper channels of communication in a respectful manner that is reflective of the School’s Philosophy, Purpose, and Objectives. The entire VACS adult community assumes the responsibility for modeling courteous, respectful, and appropriate behavior for our students.

**Communication: Parent and Teacher**

Parents are expected to communicate openly and directly with teachers regarding areas of concern, or simply when feeling the need to touch base. Appointments to meet with teachers may be scheduled directly with teachers. Voice mail and email are available for all faculty and staff. Likewise, if teachers have concerns about a student, they are encouraged to contact parents directly and teachers, too, expect a timely response. **Parents should not expect to have impromptu conferences with teachers, especially prior to the start of a school day, as this is a time for student arrival, welcome, and preparation.**

**Communication Process**

If a concern arises, the parent should always contact the teacher first (or the adult involved in the concern); direct contact with the appropriate individual involved is the most effective means of problem-solving. If communication between a parent and a teacher proves unsatisfactory or inconclusive, the principal should be contacted. If the issue is still unresolved, a conference may be called with the VACS board chair and SECC representative.

**Continued Enrollment**

**Valley Adventist Christian School reserves the right to dismiss a student at any time whose family is unable to maintain a positive working relationship with the School, the administration, the faculty, staff, or students.**

If a student is experiencing serious or sustained academic or behavioral difficulties, the principal, after consultation with members of the administration and/or faculty, will meet with the family to discuss the situation, provide support to the best of the School’s resources and abilities, explore other possible alternatives, and determine an educational, behavioral, or social-emotional learning plan. Ultimately, in light of the best interests of the School and the student, the principal and VACS school board will make the final decision regarding a student’s continued enrollment. Additionally, continued enrollment at VACS is dependent upon the ability of the School, in conjunction with the student and his/her family, to maintain a positive and supportive relationship that is beneficial to the educational development of the student and the general well-being of the school community.

**School Communications: Keeping Informed**

It is the responsibility of parents to actively use the information resources provided by the School to keep informed. These resources include: The VACS Handbook, Classroom Handbooks, Website, Calendar, and any mailers, or correspondence sent home by the administration, faculty, and staff.

**Student Expectations**

**Philosophy of Respect**

VACS’ develops and nurtures an environment of trust, respect, and recognition of the personal dignity of each individual. Student diversity is valued, and differing experiences and perspectives are encouraged and respected. Any behavior that compromises these standards is unacceptable. Whether in the classroom, on the field, or in public, VACS’ students are expected to maintain positive and respectful interactions with their teachers and peers, remain mindful of all School rules, and approach their work with an appropriate seriousness of purpose.

**Emotional and sexual harassment are not tolerated, and the definitions of these violations are as listed below.**

**Emotional Harassment (bullying)**

Emotional harassment is attacking the psyche and feelings of an individual in an attempt to undermine a person’s self-worth. Examples include, but are not limited to:

* Rejecting and excluding;
* Terrorizing;
* Criticizing
* Spreading mean, vicious, or untrue gossip
* Belittling, degrading, or mean teasing and sarcasm.

Teasing and quarreling can happen between schoolmates, but students should immediately tell a member of the faculty or staff if they believe they have been emotionally harassed and/or bullied.

**Sexual Harassment/Discrimination Policy**

Valley Adventist Christian School is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of sex in all of its employment and student activities, educational programs, and services. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible, runs counter to VACS’s teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, VACS maintains a strict policy prohibiting unlawful discrimination or harassment. Also prohibited is retaliation of any kind against individuals who report alleged incidents of discrimination or sexual misconduct, or who assist in an VACS investigation of such allegations.

Definitions:

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances (including sexual violence), requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment, education, or participation in VACS’s programs or activities;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual’s employment, education, or participation in VACS’s programs or activities;
3. Such speech or conduct is directed against another and is abusive or humiliating and persists after the objections of the person targeted by the speech or conduct; or
4. Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with an individual’s work, education, or participation in VACS’s programs or activities.

Examples of Sexual Harassment

Sexual harassment may include incidents between any member of the VACS community, including faculty, staff, students, and nonstudents or nonemployee participants in VACS programs—such as vendors, contractors, visitors, and parents.

Specific examples of the verbal or physical conduct prohibited by this policy include, but are not limited to:

1. Physical assault.
2. Inappropriate or unwanted touching.
3. Direct or implied threats that submission to sexual advances will be a condition of educational evaluation, opportunity, or advancement.
4. Direct or subtle propositions of a sexual nature.
5. Dating, requesting dates, or entering into a romantic relationship between a student and an employee or faculty.
6. A pattern of conduct that would cause discomfort and/or humiliate another individual, including, but not limited to:
7. Unnecessary touching;
8. Remarks of a sexual nature about a person’s clothing or body;
9. Remarks about sexual activity or speculations about previous sexual experiences;
10. Visual conduct—including leering, sexual gestures, or the display of sexually suggestive objects, pictures, language, cartoons, or jokes.
11. Use of electronic means, including the Internet and e-mail system, to transmit, communicate, or receive sexually suggestive, pornographic, or sexually explicit pictures, messages, or materials.

Sexual Violence: Sexual violence involves conduct relating to an actual, attempted, or threatened sexual act against a person’s will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or because of an intellectual or other disability). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Examples include “date rape” or “acquaintance rape”. Acts of sexual violence may also constitute violations of criminal or civil law subject to prosecution.

Consent: “Consent” is defined as agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Retaliation. Retaliation occurs when intimidation, threats, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation of a federal civil right. This includes formal or informal reports of a violation and reports regarding a violation of an individual’s rights or the rights of others.

Dissemination of Policy This policy shall be disseminated to the VACS community through publications, websites, student orientations, and other appropriate channels of communication. It is the responsibility of the principal to ensure that the policy is disseminated and implemented. The principal provides oversight and leadership for activities involving compliance, coordination, and complaint resolution. The principal can be reached as follows:

12649 Indian Street #100

Moreno Valley, CA 92553

951-242-3012

[www.vacsonline.org](http://www.vacsonline.org)

vacs@vacsonline.org

Members of the VACS community should contact \_\_\_\_\_\_\_\_\_\_ in order to:

1. Seek information or training about students’ rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct;
2. File a complaint or make a report of sex discrimination, including sexual misconduct;
3. Notify the principal of an incident or policy or procedure that may raise potential sex discrimination, including sexual misconduct;
4. Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and
5. Ask questions about the VACS’s policies and procedures related to sex discrimination, including sexual misconduct.

Procedures for Reporting and Responding to Complaints of Sex Discrimination and/or Sexual Misconduct

VACS encourages those who believe they have experienced any form of sex discrimination or sexual misconduct of any nature to report such conduct promptly, to seek all available assistance, and to pursue an equitable resolution of the incident(s).

Procedures have been established to provide a supportive process for individuals who report discrimination and to ensure an equitable process for individuals accused of discriminatory conduct. These procedures reflect VACS’s efforts to conduct timely, thorough, and equitable investigations.

Prior to filing a written complaint, a student, employee, or third party may choose to meet with the principal or may choose to bring the matter to the attention of a faculty member, administrator, board chair, or any other responsible employee in a position of direct authority to resolve the issue. These responsible employees have a duty to take appropriate disciplinary action if they find that VACS policy has been violated.

Filing a Written Complaint

Individuals are reminded that reporting sexual misconduct is a personal and professional responsibility. The procedure is as follows:

1. Report the incident, in writing, to \_\_\_\_\_\_\_\_\_\_. Written complaints should be filed as soon as possible from the date the incident occurred.
2. Written complaints can also be submitted to \_\_\_\_\_\_\_\_\_\_, administrator, or any other individual in a position of direct authority to address the allegations.
3. To the extent possible, but not limited to, the complainant should provide the following information in the written complaint:

a. Name, address, telephone or other contact information;

b. VACS affiliation (e.g., student, employee, faculty, third party);

c. Date of alleged violation;

d. Location of alleged violation;

e. Person(s), name and title, whom complainant believes to have harassed or engaged in sexual misconduct against the complainant;

f. Description of complaint;

g. Other relevant information—if you previously reported this matter, including name and departments of all other persons with whom you have discussed this matter; and

h. Signature and date.

Investigation and Corrective Action

VACS shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. VACS will take immediate and appropriate steps to investigate or otherwise take steps that are reasonably calculated to end any form of sexual misconduct, whether or not a formal complaint has been initiated.

An investigation should generally be completed within 60 days from the date a complaint is reported. VACS will attempt to obtain consent from the individual filing the complaint before beginning an investigation; however, there may be instances when VACS may pursue an investigation regardless of the request of the complainant, if it deems it necessary to maintain a safe and nondiscriminatory campus environment.

The parties will be permitted to provide witnesses, documentation, or other evidence appropriate to substantiate their claims or defenses. The parties will be provided with periodic status updates during the investigation. Within thirty days of its completion of the investigation, the parties will receive concurrent notice of the outcome of the investigation, as appropriate.

Alternatives to Reporting

VACS encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the VACS can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality. School employees may be required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) based on the allegations. A report to these employees (called “responsible employees”) constitutes a report to VACS and generally obligates the VACS to investigate the incident and take appropriate steps to address the situation.

Confidentiality

VACS shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law and VACS policy. Anyone requesting confidentiality shall be informed that complete and total confidentiality may not be possible and that, depending on the nature of the alleged misconduct, some level of disclosure may be required, especially in situations alleging sexual violence. Disclosure may be made only on a need-to-know basis.

Retaliation prohibited

All reasonable action will be taken to prevent retaliation against the complainant, witnesses or anyone cooperating with the investigation.

Disciplinary action

Any member of the University community—faculty, staff, administrators, or students—who is found to have engaged in sex discrimination, including sexual misconduct, is subject to disciplinary action up to and including dismissal or expulsion. Any administrator, supervisor, or designated employee responsible for reporting or responding to incidents of sexual misconduct who knew about such conduct and took no action to stop it or failed to report it shall also be subject to appropriate disciplinary action.

**General School Rules**

The following rules are designed to create, support, and maintain an enriched educational learning environment that encourages academic development, spiritual growth, personal maturity, appropriate behavior, and community awareness.

* Students may not participate in behavior that endangers themselves or others. Students are to conduct themselves in a manner consistent with Christian principles;
* Students are expected to show proper respect at all times for God, for their teachers, and for the rights of others. Students are expected to conduct themselves in harmony with the standards and spirit of the school at all times. This demands that a wholesome attitude be maintained;
* Students are expected to respect school property and the personal property of others. Stealing, or the disrespect or destruction of property is not allowed. Damages to school property will be charged to those responsible. The school is not responsible for personal property brought to or left on the school premises;
* Public display of affection such as physical contact is inappropriate behavior;
* Physical violence or fighting is prohibited;
* The use, possession, sale, or exchange of any drugs, alcohol, or tobacco is forbidden;
* No bullying, mean, intimidating, or harassing behavior is allowed;
* Rude, hurtful, racist, sexist, discriminatory, or foul/inappropriate language or behavior is prohibited;
* Mean, gossip, behavior, or language that intentionally excludes others is not allowed;
* The use or possession of any item that could reasonably be considered a weapon is prohibited;
* Students may not leave campus without checking out through the front office;
* The following articles are not permitted on the school grounds, and will be confiscated with no assurance that they will be returned: Radios, inappropriate reading material, CD/MP3 players, firearms, knives, or other questionable items. Toy guns, knives, and other toy weapons are not to be brought to school;
* Gum in any form or at any time is not permitted at school;
* No student cell phones, pagers, cameras, or other electronic equipment are permitted to be used on the school grounds without teacher or staff permission.

**Classroom Expectations**

To ensure that no disruption to the learning process occurs, the following classroom rules are standards for all grades and are expected to be followed and supported by all faculty, students, and parents. VACS’ students are expected to:

* Be on time and prepared for all classes, activities, and events;
* Be attentive and focused in class and not distract others;
* Be courteous to teachers, staff, and fellow students;
* Complete all assigned work in a timely manner;
* Adhere to the School’s uniform and grooming requirements;
* Be honest in all academic work and with others;
* Be respectful of others’ property;
* Abide by the School’s Internet Use Policy;
* Respect all campus rules.

**Rules for Playground Safety and Courtesy**

Playground rules are devised to ensure that students play safely and have a good time. VACS’ students are expected to respect and adhere to the following playground rules:

* Students will use appropriate language at all times and be considerate of other’s feelings. No mean or hurtful statements will be allowed.
* All games will be open. Students will allow other students to join in games and share equipment at all times.
* No eating is allowed in designated play areas. After snack or lunch, all debris must be recycled/thrown away before going to a designated play area (field, structures, or basketball courts).
* Students are expected to stay within assigned playground **boundaries. Bathrooms, classrooms, and walkways are not playing areas**.
* Playground balls (excluding dodge ball) and equipment may not be thrown at students, teachers, or buildings.
* Students are responsible to check classroom balls out and return them to their classrooms after recess/lunch. Only teachers may retrieve balls that go over the fence.
* Swings are for swinging only, and students are expected to:
  + Swing straight and face the playground;
  + Have one student only on each swing;
  + Stop the swing before getting off;
  + When waiting for a swing, stand back from the student swinging and count to twenty.
* Structures: Student Rules
  + No playing tag or running on the structures;
  + No jumping off the structures;
  + When using the bars, keep one or two hands on a bar at all times;

**Disciplinary Philosophy and Procedures**

Discipline is vital to the development of character and self-control. VACS’ discipline policies and procedures are established to protect the good of all and teach responsibility, accountability, and character building. School rules and regulations exist in order to create a respectful campus atmosphere in which students of differing interests and personalities come together in community to live out the mission and objectives of Valley Adventist Christian School. As parents/guardians are the primary educators of their children and responsible for their development and the discipline necessary to achieve self-directed, kind, and ethically sound behaviors, the School expects to partner with parents in this responsibility and to work cooperatively with them in mutual support for the benefit of the student. Disciplinary procedures are developed in light of the educational mission of the School and designed to reinforce self-discipline, the acceptance of personal responsibility, and respect for self and others.

Teachers establish age appropriate classroom rules in light of the mission, objectives, and general rules of the School, and they enforce reasonable classroom procedures and consequences (e.g. loss of recess time, detention, etc.) should an infraction occur. When a student fails to meet the behavioral expectations of the School, teachers will contact parents.

When student behaviors are disrespectful or disrupt the classroom, students may expect consequences that are designed to promote greater personal learning, responsibility, self-awareness, and discipline. Consequences may include:

* A time out from class; a teacher conversation;
* A written reflection; school service; parental notification (copy of which will be filed in the school office);
* The loss of privileges; official warning; time out/detention;
* Confiscation of property;
* Suspension (for major infractions; in or out of school)
* Dismissal (by action of the school board/principal)

**Detention**

A single detention requires the student to serve up to 45 minutes of directed reflection time at school. Detention slips must be signed by a student’s parents and returned to the issuing teacher the next academic day. Students must serve their detention on the next scheduled detention day. If a student accumulates 3 detentions within a school semester, a parent conference with the teacher and principal will be held, and the student may be placed on behavioral probation. At the end of each semester, the detention records of all students not on behavioral probation will be erased. **Please note that only the child with a detention is allowed to stay after school longer than the designated pick up time. All other siblings and/or carpools must be picked up at the designated time.**

**Behavioral Probation**

For a serious infraction and/or a series of infractions, a student may be placed on behavioral probation for a period to be determined by the teacher and principal. During behavioral probation, a behavioral contract will be developed, and the student will be expected to raise his/her behavior to a level that is acceptable to the School’s standards, as articulated in the contract. Additionally, the contract will most likely include consequences that may include the loss of privileges such as: free dress, participation in after school activities and/or sports, student council, extracurricular activities, or school functions and field trips.

**Suspension**

Suspension is reserved for serious violations. Suspension removes a student from the classes and activities of the School for a period of time. **Homework and class assignments missed during suspension may not be made up and may affect a student’s grade. A student may receive an immediate suspension if the infraction warrants such an action.** Repeated suspensions may result in the non-renewal of enrollment, or dismissal from Valley Adventist Christian School. **Written records of all disciplinary actions are placed in the student’s temporary file**.

**Dismissal**

Dismissal from Valley Adventist Christian School is determined after other disciplinary measures have proven ineffective or the violation is serious enough to warrant immediate dismissal. The following are grounds that may call for immediate dismissal:

* Possession or use of any item that could reasonably be considered a weapon;
* Possession, use, sale, or exchange of any drugs, alcohol, or tobacco;
* Theft;
* Bullying, racist, sexually harassing, harassing, or intimidating behavior or language;
* Physical aggression, fighting, or intentional harm to others;
* Destruction of property or vandalism;
* Flagrant, repeated or destructive computer tampering/hacking;
* Inappropriate use of any technology (see VACS Computer Use Policy)
* Gross disrespect;
* Plagiarism (see Academic Honesty Policy).

**The principal and School Board retains the ultimate authority to determine and enforce all School disciplinary policies and procedures**.

**Attendance Policies and Procedures**

Punctuality and regular attendance are strongly encouraged habits we wish to develop in each student at Valley Adventist Christian School. Legal absences are those allowed by the state of California for illness, death in the immediate family, and medical/dental appointments that cannot be arranged outside of class time. Students/Parents are responsible for contacting teachers for missing assignments in advance of the absence. Back work from absences will be accepted only for pre-approved or state-excusable absences. A student who is not in attendance during the regular school day may not return to campus for after school activities or sports without the permission of the principal.

Provision has been made for **two unexcused absences per semester** when pre-arranged in writing with the principal at least two days in advance. Approval will be based upon grades and a student’s current work load (e.g. all assignments turned in and up to date). All other work missed beyond these two pre-arranged days cannot be made up. No days will be granted during test time.

Early dismissals (taking a child out of class early) are strongly discouraged as they disrupt the school program. Family vacations, ski trips, or any absences from school other than those due to illness or family emergencies are strongly discouraged. Scheduled school vacations are intended to give families ample recreation time, and parents are reminded that taking a student out of school disrupts the learning process. If parents must take a child out of school for an extended period, they are expected to contact the principal to discuss the situation. Teachers are not expected to provide work in advance for a student who is taking an unscheduled vacation, and the student is held accountable for all class work and homework assigned during his/her absence. These extensions will not be considered as excused absences.

A student who has been absent for any reason must bring a signed note from the parent/guardian to the homeroom teacher upon his or her return to school in order for the absences to be considered excused. A student absent longer than three days must have a doctor’s note to return to school.

**Tardiness:**

Attendance is taken promptly at 8:00 A.M. and a student is marked tardy after that time. **All students must be signed in and out by a parent and/or guardian**. For safety reasons, students cannot sign themselves in.

* If a student is tardy seven (7) days, a warning letter will be sent to parents in regards to attendances.
* If a student is tardy fourteen (14) days, a letter will be sent to parents with a scheduled time and date to meet with the principal to discuss attendance probation and how attendance can improve.
* If a student is tardy twenty-one (21) days, an attendance probation letter is sent out, and another meeting with the principal is scheduled.
* If a student is tardy twenty-eight (28) days, a final meeting with the principal is scheduled and the student will be reported to the School Board for further action.

**Absences:**

* If a student is absent without an excuse three (3) times, the student will be reported as truant per *Education Code* (*EC*) 48260. A letter will be sent home stating this and a mandatory meeting with the principal to discuss further action.
* If a student is absent without an excuse for the fourth (4th) time, the student will be reported as truant and another letter will be sent home with a mandatory meeting with the principal to discuss further action.
* If a student is absent with an excuse for the fifth (5th) time, the student will be reported as truant and another letter will be sent home with a mandatory meeting with the principal to discuss further action.
* If a student is absent without an excuse for 10 percent or more of the school days from time of enrollment to current date, the student will be reported as may also be referred to a probation officer or district attorney mediation program **habitually truant**, the name sent to the school board for discussion, and the student pursuant to *EC Section* 48263.5.

The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year **must** be classified as a truant and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction. The California *Education Code* (*EC*) Section that defines a truant reads as follows:

***EC* Section 48260** (a): Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

**These are Excused Absences per California Educational Code Section 48205**:

A **pupil** shall be **excused** from school when the **absence is**:

* Due to his or her illness.
* Due to quarantine under the direction of a county or city health officer.
* For the purpose of having medical, dental, optometric, or chiropractic services rendered.
* For the purpose of attending the funeral services of a member of his or her immediate family\*, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
* For the purpose of jury duty in the manner provided for by law. [Must be approved in advance]
* Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
* Due to an appearance in court
* Due to observance of a holiday or ceremony of his or her religion, attendance at religious retreats [**Not to exceed four hours per semester**; must be approved in advance at least one day prior to requested release]
* Due to attendance at an employment conference [Must be approved in advance]
* Due to need to secure proper immunization. [No more than 5 days]
* Due to attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
* For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

\* Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

**Note**: A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

**Illness**

In consideration for the health of other students and school personnel, parents are expected to keep their children home from school if they are ill. **If your child has had a fever, vomiting, or diarrhea, please do not send him or her back to school until a full 24 hours has elapsed in which his or her temperature is normal**. Vomiting, earaches, stomach aches, headaches, and diarrhea can occur for many reasons. If your child exhibits any of these symptoms either during the night or in the day, please keep him or her at home. If you are called to pick up your child due to a fever or other symptoms, please do not send him or her back to school until a full 24 hours has elapsed after the symptoms have disappeared. Following these guidelines protects other children from illness and allows your own child the rest and quiet that he or she needs in order to recover completely.

**Change of Address, Telephone, or E-mail Address**

Parents are requested to notify the front office immediately of a change of address, telephone number, or email address.

**School Dismissal Time**

Students are dismissed at 3:20 P.M. Mondays through Thursdays, and 12:00P.M. on Friday. Parents must come inside the classroom to sign out their students. If a student is not picked up by 3:50 P.M. Mondays through Thursdays or 12:20 P.M. on Fridays, **parents will be charged $1 for every five minutes they are tardy. Payment must be received at time of pick up. Fees due will be doubled each subsequent day until paid in full. After school care fees must be paid prior to their attendance, otherwise the same rate of charge ($1=5 min.) will be applied.**

**Appointments**

If a student must visit a dentist, doctor, etc. during a school day, parents are requested to send a note to the School prior to the appointment informing the teacher and the office of the student’s altered arrival or departure time.

**Special Reminder: To protect the academic integrity of a student’s school day, parents should try to schedule medical/professional appointments for non-school hours.**

**Parents on Campus**

Parents visiting on campus are required to first check in at the front desk. If a parent is dropping off something for a student, such as a lunch, forgotten backpack, etc**., please leave all items at the office**.

**Legal**

Families are expected to keep VACS informed of any court orders with respect to child custody which could affect a student. In cases of separation or divorce, the School will send duplicates of all communications to both parents unless otherwise notified.

**Student Cell Phones/ Electronics**

No student cell phones, pagers, or electronic equipment are permitted to be used on the school grounds without teacher or staff permission (see General School Rules).

**Health and Safety**

**Medical disclosure**

Parents are expected to submit complete medical information regarding their child to the School. Updated and complete medical records, including vaccination records or signed exemption statements are required by law and are critically important in the event of an emergency.

**Exposure Notice**

If a student is diagnosed with one of a group of contagious diseases, an ‘Exposure Notice’ will be sent to all school parents, noting the condition and the grade in which the illness was found. The diseases include but are not limited to: Chicken Pox, Hand Foot and Mouth Disease, Impetigo, Head Lice, Ringworm, Scabies, Pink Eye, and Scarlet Fever or Strep Throat. Other conditions may also be noted if necessary.

**Medication**

California state law does not permit students to administer drugs (either prescription drugs or over-the-counter drugs) to themselves or to others. Do not put medication in a lunch box for children to self-administer. Parents should try to schedule medication dosages so that they do not occur during school hours. If a student requires medication during the school day, the following criteria must be met:

* No medications—prescription or non-prescription—will be administered by school personnel without a written authorization form completed by both an individual licensed by the State of California to prescribe medication and by the parent/guardian. The form, **Physician’s Order for Administration of Oral Medication by School Personnel**, is available in the school office, or online at our website
* Prescription drugs must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when to administer the medication. Over-the-counter drugs must be received in the original container and will be administered according to the physician’s written instructions.
* Medications with documentation should be brought directly to the office or school nurse by the parent or guardian.
* School personnel will NOT supply any medication, only administering that provided by parents with the above noted physician’s and parent’s documentation.
* A medication log form will be maintained by school personnel for each medication required by the student.
* No medications—either prescription or over-the-counter--are to be carried by students any time while on campus or on a school-affiliated activity or trip with the following exceptions: o Students identified with the possibility of life-threatening medical emergencies may need to carry medications such as:
* Asthma inhalers
* Insulin
* Severe allergic reaction kits (EpiPens)
* Anticonvulsants
* Students are only allowed to carry and self-administer medication with the signed consent of the physician, parent and student. The Self-Medication Administration Consent Form is available in the school office or from the school nurse.

In fairness to those administering medications and to protect the safety of students, there will be no exceptions to this policy.

**Insurance**

All students enrolled in the school are covered by the mandatory secondary student accident insurance which covers accidental injuries sustained on the school campus or authorized field trips.

**Allergy Reminder**: When bringing in birthday, holiday, or special occasion treats to be shared with students, please remember that peanut and nut allergies are quite common in young children.

**Uniform Policy**

The uniform policy is designed to establish standards of dress that support the School’s focus on students’ internal growth and development rather than on their external appearance. All students wear uniforms to school on a daily basis. Identifying each piece of clothing with your child’s name is essential! All students must be in complete uniform **every day**, with shirts tucked in and wearing a belt.

**Uniform shoes**- It is essential for the physical safety of the students that they all wear athletic shoes. The shoes should be a tennis shoe or a cross trainer model.

**Purchasing Uniforms**

2019-2020 school year uniforms may be purchased at Target, or through French Toast via their website at www.frenchtoast.com. French Toast provides a nice, high quality uniform selection. PE uniforms for 5th-High School must be ordered from the school.

**Daily Uniform**

**Girls**

* Smock jumper, skirt, and/or pleated skort in navy blue;
* Twill shorts and/or pants in navy blue, either pull on or zip up;
* Polo shirts in Red, Navy blue, and \*White (\*not preferred, but accepted); either long or short sleeved;
* White peter pan collar blouse, either long or short sleeved;
* Navy blue button-down cardigan;
* Black belt;
* Black athletic shoes;
* Plain navy blue jacket and/or sweater. Cannot have any logos or designs.

Optional: School jacket and/or sweater (purchase through the school)

**Boys**

* Navy blue twill long pants and/or shorts, either pull on or zip up;
* Polo shirts in Red, Navy Blue, and \*White (\*not preferred, but accepted); either long or short sleeved;
* White collared dress shirt, either long or short sleeved;
* Navy blue sweater vest and/or long-sleeved sweater (cardigan style)
* Black belt;
* Black athletic shoes;
* Plain navy blue jacket and/or sweater. Cannot have any logos or designs.

Optional: School jacket and/or sweater (purchase through the school)

**PE Uniform is required for grades 5th – High School**

**NOTE:** Parents are expected to mark each article of clothing with their child’s name. It is also recommended that each student have two sets of PE clothes.

**Enforcement of Uniform Policy**

It is expected that all students be in full uniform every day. A student who is not in uniform will be required to change into the appropriate attire. If they are unable to do so immediately, a uniform will be provided for them and the parents will be charged the cost of the uniform. Repeated failure to comply with the school’s uniform policy will result in disciplinary action.

**Grooming**

All students must be well groomed and clean. Clothing must be neat, clean, and in good repair (not faded or torn) and fit appropriately. Skirts must be no shorter than 2 inches about the middle of the knees. Girls’ hair must be neat, of natural color, and kept from obstructing the student’s vision. Boys’ hair must be neat, of natural color, and kept from obstructing the student’s vision. Jewelry is prohibited. Simple wristwatches may be worn. Only clear, colorless nail polish and lip gloss/ “Chapstick” are permitted. Students are prohibited from wearing make-up.

**Free Dress Days**

Students with perfect weekly attendance (meaning no absences or tardies) will be permitted to wear clothing other than the uniform on **Fridays**. In keeping with our uniform policy designed to focus on students’ internal growth and development rather than on their external appearance, students may wear modest, neat clothing of their choice. On free dress days, all grooming requirements noted above apply. The School administration reserves the right to determine whether any student’s attire is within the guidelines of modesty and appropriateness. Students wearing inappropriate attire may be required to change their clothes. As with uniforms, please make sure your child’s name is on all articles of free dress clothing. **Free dress is not allowed on field trips**.

* Pants must be worn at the waist. No sagging clothing or skin tight pants are allowed. No undergarments of any kind may show.
* Shirts, blouses, and dresses must completely cover the abdomen, chest, and back; sleeveless tops are permitted, as long as they are at least 3 inches wide on each shoulder; shirts or tops must cover the waistband of the pants, shorts, or skirts, and no midriff may be visible when arms are raised over the head.
* No sheer or skin-tight **outer** material such as spandex may be worn.
* Shoes must be safe and appropriate for indoor and outdoor activity and must have closed toes and heels. Skirts, dresses, and shorts must be approximately 2 inches above the wearer’s knee. Clothing may not be torn and/or display any slurs, sexually suggestive logos or slogans, or promote alcohol, tobacco, or illegal drugs.
* Hats may not be worn.
* No make-up or nail polish may be worn except clear, colorless lip gloss/”Chapstick” and clear, colorless nail polish.

**Business Matters**

**Admissions**

Valley Adventist Christian School does not discriminate on the basis of race, color, creed, sex, nationality, or ethnic origin in its educational policies, rights, privileges, programs, and activities generally accorded or made available to students at the School. VACS’ enrolls students who:

* Are in harmony with the school’s purpose and objectives;
* Will abide by the policies and rules set forth in this handbook or in the future supplements to it;
* Have met the specified applications, immunizations, and medical requirements;
* Will be benefited by the school’s programs;
* Will not interfere with the attainment of the educational goals of the school or the education of other students;
* Have parents that will not display behavior detrimental to the school, teachers, or students;
* Have parents what will pay the required tuition and fees as arranged.

There are some students whose special needs cannot be met at this school. We recommend that students, who need special education, attend a school which can offer the needed services.

**Admittance of Students of Other Faiths**

VACS’ is open to all persons of good moral character who may or may not be members of the Seventh-day Adventist Church. They should respect the standards and ideals of the denomination and be willing to observe wholeheartedly all regulations of the school.

**Age Requirements**

A child must be five years of age by September 1st to enter Kindergarten at the beginning of the school. A child must be six years of age by September 1st to be accepted into the first grade.

**Transfer Students**

In order to maintain a positive Christian environment, Valley Adventist Christian School is selective in the students it accepts. Potential transfer students and their parents should plan to have an interview with the principal before probationary acceptance is granted. References will also be requested and considered. Transfer students, who are accepted, enter for a Probationary period of up to thirty school days. Probation may be extended for a successive thirty day period if the faculty feels this is advisable. During this period, the teacher will determine grade placement by testing and a personal evaluation. The final decision about grade placement and complete non probationary acceptance is left to the faculty and the school board, with input from the parents. Students transferring from the other schools must give the principal the name and address of the previous school attended.

**Registration Deposit**

A non-refundable registration deposit of $300 per student is charged each year to reserve a space for each child planning to attend. This fee is due for all returning students by June 30th and for all new students as they are enrolled.

**Tuition**

Tuition may be paid annually, semiannually, or by a ten month plan. Payments are due by the first of the month. Students may not attend class until the registration fee, first month’s tuition, graduation fee (if applicable) and any outstanding account balances are paid.

**Obligation to Pay Tuition**

The obligation to pay the tuition and fees for the full academic year is unconditional and no portion of the tuition or fees, whether paid or outstanding, will be refunded or canceled, regardless of the subsequent absence, withdrawal, or dismissal of a student from Valley Adventist Christian School. Current tuition and fees, plus any balance due from a previous year, must be paid before a student may attend school. A student may continue in school only if all accounts have been paid. Any exceptions to this policy must be specifically approved by the School Board.

Payments can be made by money order, check, debit/credit card, or online at [www.vacsonline.org](http://www.vacsonline.org). If sending payments through the mail, it is the responsibility of the payer to place the payment in the mail in order for it to arrive by the desired payment date.

**NOTE: A late charge of $25 will be assessed to your account if the account is not zero by the 1st of the month. Also, there is a $30 returned check fee that will be applied to the account for all checks that are returned.**

**Financial Aid**

The Southeastern California Conference of Seventh-day Adventist has a limited amount of funding for tuition aid to qualified families. Applications may be obtained from the principal.

**Family Discounts**

A tuition discount of $10 for each additional student is given on the monthly tuition for families with multiple students attending Valley Adventist Christian School.

**Graduation Fee**

Eighth grade and Kindergarten students are charged a graduation fee. This fee is payable at the time of registration.

**Fundraising**

Tuition alone does not cover the actual cost of providing a VACS’ education for our students and fundraising is used to bridge the gap. Fundraising efforts are led by the School as well as the Home and School Association. The School counts on the parent community to help with these efforts. Some of the fundraising may go to assisting parents subsidize their tuition. Charitable donations to the School are tax-deductible to the full extent of the law and may include gifts of cash, stock, and gifts-in-kind, among others. Donations provide the additional resources needed to make the best education possible for every student. Each donation is truly appreciated as it supports and advances the mission of Valley Adventist Christian School. The principal welcomes parent interest in fundraising and invites you to make an appointment to discuss various ways in which you can help.

**Emergencies**

If an accident occurs involving a student, parents will be notified as soon as possible. If parents cannot be reached, or if the student requires immediate aid, the School will seek medical assistance.

**Disaster Preparedness**

Valley Adventist Christian School has first aid materials and basic emergency supplies for its students, staff, and faculty. In the event of an earthquake or other major disaster, children will remain at the school until a parent, or an individual on the emergency list, comes to pick up the child. Anyone who picks up a child must present picture identification and must sign the emergency forms of the children being taken, because there may be no phone service to use to track down a child’s whereabouts. Each student is required to bring an emergency kit which should include the following:

* Picture of the family;
* \*Nonperishable food;
* Gallon of water;
* Flashlight;
* Change of clothes;
* Blanket;

\*This includes foods that can last at least a year. Make sure the child has enough food to last three days.