VILLAGE CHRISTIAN ELEMENTARY STUDENT/PARENT HANDBOOK 2026-2027

College-bound from kindergarten ● Christ-centered for life

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VILLAGE CHRISTIAN ELEMENTARY SCHOOL
Student/Parent Handbook
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INTRODUCTION

The Village Christian Elementary School Student/Parent Handbook is your guide to a successful school year. The Handbook details our spiritual goals and many aspects of campus life that affect the lives of our students and the operation of the elementary school.

Parents and students are expected to read the handbook carefully. This information will help you understand what VCS has to offer as well as what is expected of students and parents to have a successful year and glorify our Lord Jesus Christ.

MISSION STATEMENT

The mission of Village Christian School is to provide a *CAREing*, Christ-centered education producing students who thrive.

CARE

In order to reach our mission, Village Christian School focuses on the following core values, which spell out the acrostic CARE:
Christ-centered: Village Christian School sees its primary purpose to be a welcoming school where students can be exposed to the rich life of God's love by knowing Christ personally (John 17:3). It is our desire that every student comes to a point where Christ is the center of their life, influencing every thought that they have and action they make, and in so doing they can spread His Word even further.
Accessibility/Affordability: Allowing Christ to influence every thought and action, we model our school after Jesus' example of making Himself available to all that would come to Him. He did not set Himself aside for the most privileged or most affluent, but rather was welcoming to all that wanted to hear Him. Following His lead, our goal is to be accessible to the greatest number of students and families possible.
Real-Relationships: Motivated by love, God sacrificed His own Son, so that we could have a real eternal relationship with Him (John 3:16). Likewise, the evidence that we have a vital relationship with Christ shows up in the way we love one another (John 13:35). Having a personal relationship with Christ is central to every other relationship we have and as we pursue this relationship with Him, He will increase our desire to serve one another.
Educational Excellence: Finally, as a school, these values are expressed in an excellent Christian education. We don't believe excellence is compromised with accessibility and therefore we dedicate ourselves in the pursuit of academic excellence unmatched by both public and other private schools. It is our desire that each student develop a lifelong love of learning and improving themselves for the future.

STATEMENT OF FAITH

We Believe

- the Bible to be the inspired, the only infallible, authoritative Word of God
- that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit
- in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

- that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and by whose infilling the believer is equipped for service.
- in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- in the spiritual unity of believers in Christ

NON DENOMINATIONAL STATEMENT

Village Christian Schools is a nondenominational school by affiliation and statement of faith. VCS clearly presents the Bible to be "the inspired, the only infallible, authoritative Word of God." While we are not a church, we do and will teach truth, which is God's Word. Any dogma, doctrine, or other concepts that contradict, add to, or subtract from the completed Word of God as presented in the 66 books of the Bible will be held up and judged against the Bible for trustworthiness. Anything that contradicts, by omission and commission, God's completed Word will be presented as such in class discussions, chapels, or whenever questions on these issues are dealt with.

OBJECTIVES AND GOALS

Village Christian School is committed to preparing all students to thrive in the 21st century by providing a solid foundation in Christ and an education that will allow them to excel in college and beyond. VCS strives to develop critical thinkers who can give well-reasoned answers to challenging questions. Our comprehensive curriculum is designed to exceed state and national standards.

ESLRs

ESLRs stands for “Expected Schoolwide Learning Results.” Our ESLRs are in the form of essential questions. These questions are:

1. Who is God?
2. What is Truth?
3. What is my purpose?
4. How can I access, process, and share information?
5. How can I develop, express, and use my creativity?
6. How can I make wise choices?
7. How can I develop healthy relationships?

All Village students will, from Kindergarten, begin to carefully think through these questions. A student who has effectively answered these questions is well prepared for not only college academic study, but for being a leader in their profession, family, community and church.

STANDARDS OF CONDUCT

Rules and standards are necessary in order to promote an environment that is safe, orderly and allows all students to flourish. Our expectation is that our students will be respectful, responsible, motivated and conduct themselves with integrity. Our goal in discipline is to teach students to make choices that are desirable, and for them to learn self-discipline. Enrollment at VCS is a privilege and our expectation is that students will conduct themselves in accordance with Village Christian School goals and standards. We rely on parents to become partners with the school in the education of their child. Upon enrollment, students and parents agree to abide by the Standards of Conduct.

If the administration determines that a student's behavior demonstrates a lack of respect for persons or property or disrupts the teaching and learning in the classroom, the student will be disciplined. Student behavior is expected to positively reflect the mission and expectations of VCS, both in and out of school.

CLASSROOM CONDUCT

Each teacher develops rules and classroom procedures specific to their classroom and congruent with school rules. All students are expected to be positive contributors to the classroom environment and support the structure of the classroom.

APPROPRIATE TECHNOLOGY USE

Refer to Appendix

DISCIPLINE

Village Christian 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, bullying, and harassment. Should a student make a poor behavioral choice, either a teacher or a campus aide will speak to the student about what better choices could have been made and the student may be given a consequence. At the discretion Administration, a discipline report may be sent home for a parental signature.

SUSPENSION

Suspension is the removal of a student from ongoing instruction. The administrator may suspend a student for up to 10 days. A conference must be held with the administrator before a student may be readmitted to school. A suspension becomes part of a student's discipline file.

Suspended students may complete school assignments while on suspension. These assignments must be turned in the day the student returns to school.

During suspension, students may not come to school nor attend or participate in any school-related activities.

BEHAVIOR PROBATION

When necessary, a student may be placed on behavior probation. This will consist of a meeting with Administration, parents and student resulting in a behavior contract that defines expectations for the student. Violation of this contract may result in suspension or expulsion.

STUDENT DRESS CODE

VCS strives to maintain a positive and professional learning environment. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. VCS believes in the Biblical principle of modesty and encourages students to focus on the inner self and not call attention to outward appearances. We have some basic guidelines that we expect students to meet. Final decisions regarding appropriateness of appearance are at the discretion of Administration.

Only Lands' End brand uniforms (with VCS logos on shirts, pants, skorts, and shorts) may be worn. Please visit the official Lands' End Village Christian School portal available under the Lands' End link at www.villagechristian.org/parents. The Lands' End VCS portal is up-to-date with all the appropriate uniform options.

The Uniform Guide can be accessed through the following link:
https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900146432

Students are expected to be in uniform at all times while in school, unless a special event specifically states otherwise.

Hair colors must be a natural hair color. Students who dye their hair a color that is not a natural hair color will be considered in violation of the dress code.

Students wearing acceptable VCS branded sweatshirts are still required to wear a VCS polo underneath the sweatshirt.

Shoes and socks

- Tennis shoes with laces or Velcro fasteners and solid color socks must be worn at all times.

Tights and leggings

- May be worn **under skirts only.** Tights and leggings must be a solid color (white, gray, or black), no patterns, holes, etc. are allowed. Leggings may not be worn as pants.

Hats

- No hats may be worn inside the classroom.

Girls Accessories

- Girls' jewelry must be modest and in good taste. Girls may wear stud earrings. Dangling earrings are not permitted. Hats and head attire including bandannas are not permitted unless there is a health issue. Apple or smartphone watches are not allowed.

Boys Accessories

- Earrings are not allowed. Apple or smartphone watches are not allowed.

Outerwear: Jackets, Sweaters and Sweatshirts

- All Lands End and VCS sweatshirts, sweaters and jackets are acceptable.
- Items that will be worn in the classroom must be from Lands End, with a school logo.
- Jackets which will only be worn outside may be other colors, but may not have large logos.

After School Activities

- Students will continue to wear their uniforms while in childcare or while participating in after school activities.

ATTENDANCE POLICIES

- All school days on the school calendar are considered full school days unless otherwise specified. All minimum days, and activity days are considered compulsory attendance days.

- Upon returning from an absence, all students must check in at the elementary office with a written note, signed by their parent, verifying the absence. They will then receive a re-admit slip for their teacher.

- Students returning to school with casts, braces, sutures, or using crutches must have a physicians' note releasing them to return to school and advising on any limitations. This note, along with a parent note, must be given to the nurse in the Health Office. No students will be allowed to play or even be on the athletic field with sutures, casts or braces (dental braces excluded) for the student's protection.
- Extended absences of three (3) days or more may require a doctor's note. In the case of long- term absences, parents must make special arrangements with the principal and teacher for the student to complete class work.

- **Excessive unexcused absences, (3+) in one quarter, may result in a meeting with the administrator.**
- **Students are considered tardy if they are not in the classroom by 8:00 a.m. (9:30 a.m. on Late Start Days). Tardy students must be signed in at the elementary office by their parent or guardian. Students will not be given a tardy slip and released to class without a parent or guardian signing them in. Parents are strongly encouraged to bring their child to school at least 15 minutes prior to the start of class. Excessive tardies (5+) will result in written notifications. Continued excessive tardies may result in a meeting with the administrator.**

EARLY DEPARTURES AT A PARENT'S REQUEST

Early departures impact the classroom learning environment and must be limited to necessary appointments only. If a student needs to leave school early, a parent, guardian or any other emergency contact on your list **MUST** sign them out through the elementary office in order to be excused. Do not go directly to the student's classroom. An older sibling may sign a student out **IF** they are on the emergency contact list or the parent has called to give permission. Multiple early departures could result in a meeting with Administration.

WHEN A STUDENT BECOMES ILL AT SCHOOL

The Village Christian health office is open each school day from 7:30 to 4:00. The health office staff, or any designated school personnel, are empowered to render basic first aid and emergency care. A parent, or guardian, is contacted if the services of a physician appear to be necessary.

In case of a serious emergency, school personnel will call 911 and every effort will be made to contact a parent or guardian. If they cannot be reached, Village Christian School (VCS) has the authority to arrange for the student to receive emergency medical care, including transportation via ambulance to the hospital if deemed necessary.

If a student must be sent home due to illness or injury, a parent or guardian will be notified. Students who vomit, or have a fever of 100.4 or higher, are required to be sent home. Students sent to the health office may rest for up to 15 minutes; after that time, they must return to class or go home. Students must ask for a pass from a teacher or the school office to go to the health office.

VCS has a policy that every family is to have a plan for the prompt pick up of their student from school in the event of injury or illness. The health office cannot provide long-term care for students waiting to go home. Students need to be picked-up as soon as possible from the time contact is made.

Students who are sick may not use cell phones to call parents. They must ask for a pass from a teacher or the school office to go to the school nurse.

RE-ADMISSION AFTER ABSENCE

Students who have vomited, had a fever (100.4 degrees or higher), or exhibit any other signs of illness during the night or in the morning before school should not be brought to school. Students must be free of fever without fever reducing medications and free of symptoms of illness 24 hours prior to re-admission.

Students must be re-admitted through the Health Office for the following: injuries involving crutches or sutures; contagious diseases (chicken pox, measles, pink eye, etc.); PE excuses.

Communicable illness (strep throat, chicken pox, pink eye, mononucleosis, any unusual rash, head lice, scabies, or other illnesses) must be reported to the Health Office even if the student has been treated and presents no symptoms.

All PE excuses are written by the Health Office. A parent's note will be adequate for up to ONE day. A physician's note is required if an excuse is needed for more than ONE day. If a student is kept out of PE, they also may not play at recess, lunch or after school.

ADMINISTRATION OF MEDICATION

All medication to be taken during the school day must be brought to the school Health Office. ALL over-the-counter medicines, as well as prescription medications, must have a physician's written order as well as a parent's written permission to be taken at school. Medications, such as Advil and Tylenol, or vitamins/supplements are not to be carried by students on campus at any time, unless they have a signed student contract form on file in the health office, including a physician's approval.

The school nurse or another designated adult administers medications. All medications brought to school must be in the original container (pharmacy labeled). The following information should be on the medication container: Student's full name, physician's name and phone number, name of medication, dosage, schedule, and date of expiration of prescription. Medication will be kept in a locked cabinet in the school Health Office.

It is the responsibility of parents of children taking regular daily medications to provide a one-month supply that they replenish when needed. Medications that require a one-half tablet need to be brought with tablets pre-cut. Please notify the Health Office of any change in medication. Every medication must be renewed at the beginning of each school year.

ALLERGIES

If your student has severe allergies to any food or substances, the school must have a doctor's written emergency plan on file in the health office, along with medication ordered, such as Benadryl and/or Epi-Pen.

IMMUNIZATION REQUIREMENTS

All children that attend a California public, private, elementary or secondary school must present a written immunization record to verify compliance with California State Immunization laws. VCS has the right to deny attendance to any student who is in non-compliance with the State law.

FOOD ON CAMPUS

Elementary students may not go to the Cafe before or after school.

Lunch food and drinks are to be eaten only at the red tables by the Café. Parents may join their student for lunch after signing in at the office. Lunch with your student must be pre-arranged with the Elementary Office at least one day prior.
Sign up for Culinary Arts lunch program at www.mykidsspending.com. Email questions about the lunch program to bistro@villagechristian.org.

STUDENT DROP OFF AND PICK UP

Students must be dropped off and picked up on school property in the designated areas not on the local streets surrounding the school. The service road behind A, B and C halls, as well as the faculty lot behind the auditorium are off limits to parents and students for drop off/pick up and parking during school hours.

CHILDCARE INFORMATION

Before School Care – Child care opens at 7:00 a.m. All elementary students should enter through the gate on the front playground (across from the drop off area). All elementary students must be in a supervised area at all times.

7:00 a.m. - 8:00 a.m.	No charge for any student

After school care

3:00 - 5:30 p.m.	$7 for any portion of the first hour per student; $3.50 per half hour per student after the first hour
After 5:30 p.m.	$2.00 per minute per child

Afternoon childcare is free from 2:30 – 3:30 p.m. provided the child is picked up by 3:30 p.m. For students not picked up by 3:30 p.m., charges will begin at 3:00 p.m. All charges for childcare will appear on your monthly tuition statement.

WORK PERMIT REQUESTS

Work permit requests require 48 hours to complete from the time they are turned in to the elementary office.

ACADEMIC AND CLASS INFORMATION

GRADING SCALE

EX=Exceeds Expectations
ME=Meets Expectations
AP=Approaching Expectations
NY=Not Yet Meeting Expectations

INTERIM REPORTS AND REPORT CARDS

Interim reports will be issued at the middle of each grading period starting in the 2nd quarter. Students who are not meeting grade level expectations will receive these reports. First quarter report cards will be given to parents at their conference with the teacher. The rest of the year, report cards will be sent home in the student's red folder.

LATE WORK

Late work for excused absences will be accepted when the student returns, with no penalty.

APPENDIX

ACCREDITATION

Village Christian is fully accredited by the Western Association of Schools and Colleges (WASC).

NOTICE OF NON-DISCRIMINATION

Village Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies and programs.

DIRECTORY INFORMATION DISCLOSURE NOTICE

Village Christian School will, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from your student's education records. However, Village Christian School may disclose appropriately designated "directory information" without written consent, unless you have informed the school to the contrary in accordance with the school's procedure below. The primary purpose of directory information is to allow Village Christian School to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;

- honor roll or other recognition lists;
- graduation programs; and
- sports rosters, media guides, and programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.

If you do not want Village Christian School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by November 14 of the current school year. The written notice must bear a parent's signature and specify which directory information the parent wants to remain private. Village Christian School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Dates of attendance
- Grade level

WITHDRAWING FROM VILLAGE/TRANSFERRING TO ANOTHER SCHOOL

Please contact the admissions office for proper withdrawal procedures. The pupil must check in all school property, such as library books, textbooks, etc. All financial obligations, such as tuition, book fines and assessments must be paid at the time of withdrawal.

TECHNOLOGY AND DIGITAL CITIZENSHIP POLICIES

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. As Village Christian School commits to providing learning opportunities through technology, it is critical that parents and students are familiar with the responsibilities of being digitally connected citizens. Parents must be aware of the impacts of student participation in the digital world so that they can recognize "teachable moments" that arise as students explore, learn, and create in an online environment. Students must become aware of the benefits and risks that are associated with digital interactions and that ultimately, they themselves must be able to make responsible choices and decisions as they navigate and interact within the digital world. VCS students are expected to become responsible digital citizens in a 21st Century learning environment.

Guiding Principle:
Students have an active role and responsibility to ensure they are engaging in the appropriate use of technology (digital citizenship) within our school community, to ensure they are:

- engaging in quality learning and
- considerate of the physical and mental well-being of each student.

Definitions:

Digital Citizen- a digital citizen is an individual who interacts with other individuals using digital tools and resources such as computers of varying types and the internet as a means to connect to other people and interact with them using a variety of means such as email, blogs, websites, and various social media. The digital citizen is aware of and practices proper behaviors and socially accepted conventions in these online interactions. A digital citizen is a person who has developed the skills and habits that promote positive interactions with others in the digital world.

Technology- means wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

General Policies:

•***Cell Phone and Personal Devices***-Elementary students may not have cell phones, tablets, smartwatches, or other similar devices at school. If a child brings one of these devices to school, it must be kept turned off and in the student's backpack during the school day and before and after school childcare hours. The school is not responsible for any loss or damage to these items.

If a student chooses not to comply with this policy, their device will be held in the Elementary Office until a parent comes to pick it up. Repeated infractions may result in a meeting between the parents and the Elementary Principal.

If parents need to get a message to their student during the day, they should email or call the Elementary School Office.

•The purpose of a VCS user account is to access the VCS network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data, and to solve problems.

•Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.

•VCS user accounts are owned by Village Christian School; consequently, they are subject to the Open Records Act. All digital files associated with user accounts may be retrieved by VCS staff at any time without prior notice and without the permission of any user. VCS reserves the right to monitor all accounts in order to maintain system integrity and to ensure responsible use.

•Students should have no expectation of personal privacy in any matters stored in, created, received, or sent through the VCS computer network. These are subject to review by VCS at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian.

•A content filtering solution is in place in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by VCS.

•***Internet***- Only the internet provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources at any time.

•***Security and Damages***- Responsibility to keep the device secure rests with the individual owner. Village Christian School, nor its staff or employees, are not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your personal device from others. Additionally, protective cases for technology are encouraged.

•***Google Apps and Other Third Party Accounts***- In accordance with our school mission, goals and our vision for technology our students may require accounts in third party systems. Many of these accounts will be used at school for school related projects but may also be accessed outside of school with their parents' permission. The use of these accounts will help our students to master effective and proper online communications as required in Technology Applications Standards.

•***Government Laws***-Technology is to be utilized in conformity with laws of the United States and the State of California. Violations include, but are not limited to, the following:
o Criminal Acts – These include, but are not limited to: unauthorized tampering, cyber-stalking, vandalism, harassing email, child pornography, and cyber-bullying.
o Libel Laws - You may not publicly defame people through published material.
o Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

Village Christian School Chromebook Accountability Agreement

To enable full access to the curriculum in Village Christian School's student-centered learning environment, parents pay a yearly technology fee to the school which covers access to the necessary technology and all related support services. As part of this package, Village Christian School provides 4th and 5th grade students with a Chromebook computer with pre-loaded software for their use while attending Village Christian School. The computer and all pre-loaded software remain Village Christian School's property and are not being sold, rented, or leased to the student and/or parent(s). Village Christian School retains the right to require immediate return of any computer at any time for any reason, as well as the right to modify its software. By signing this form, student and parent(s) acknowledge the following:

1. Student and parent(s) are financially responsible for all damages to or loss of this computer not covered by the Accidental Damage Protection Policy (see below).
2. At its sole discretion, the School may impose disciplinary measures commensurate to the severity of any intentional or grossly negligent damage to or misuse of any computer, software and/or communication system.
3. Village Christian School provides limited storage space for students' school related files on the Google and FACTS servers. In the event that a computer needs to be re-imaged or replaced, all data on the Chromebook will be lost. It is the student's responsibility to maintain his/her own back up of any data files on the Chromebook. Students should back up any and all local files to their Google Drive daily.
4. Student and parent(s) understand that only software authorized by the School may be installed or used on the computer and only the school may install software.
5. Student and parent(s) understand that the sharing of any software installed on the computer, including eBooks, with any other person is against the law and School policy. Anyone who violates license agreements by doing this will be subject to disciplinary action.
6. Student and parent(s) are responsible for the prompt return to the School of any computer and accessories subject to this Agreement upon completion or cessation of the student's enrollment, or upon request by the School. In situations where the equipment is not returned in a timely manner, the School reserves its right to use appropriate legal means to regain custody and/or compensation for its equipment, including, but not limited to, withholding grades and/or transcripts.

The School's limited Accidental Damage Protection Policy (ADP) provides that the School will bear the cost of replacing the Chromebook for the ***first incident*** in the following situations:

- Drops, liquid spills, electrical surges and damage to the Chromebook (including its LCD screen) that occur at home, at school, and in transit between these two locations, as long as, in the School's sole discretion, such damage was determined to be accidental. Limitations of the ADP policy include a one-time replacement imposed by the school.
- Defective components and accessories.
- Theft on campus or while participating in school supervised off-campus activities are generally covered by the School, subject to the prompt filing of a police report. Factors which may cause such a claim to be denied include among others: 1) negligence in that the computer was left in an unsecured location; 2) lack of cooperation with police and insurance investigators; 3) incident reported more than 48 hours after alleged event; and 4) reasonable suspicion of complicity on the part of student and/or parent(s). If a claim is deemed as not covered, the student and parents will be liable for replacement of the Chromebook.
- All computers and their peripherals are also covered by limited manufacturer's guarantee for manufacturing defects only.

Damage that is NOT covered by the School will be the financial responsibility of the student and parents. Village Christian School recommends that families ensure that their homeowner's or renter's insurance policy covers computer theft. Such damages include, but are not limited to, the following:

- Peripheral devices or components such as carrying cases, power/AC adapters, and other components not internal to the computer device are NOT covered under the school's ADP. A purchase is required in the event of loss or damage of such devices.
- Cosmetic damage (scratches, wear, discoloration, minor gaps in plastics, etc.) not affecting functionality are NOT covered under the school's ADP.
- Loss.
- Theft from an unsecured location on campus, unless placed there at the direction of a school employee (i.e. in an unattended backpack or unlocked car).
- Theft from location off-campus (i.e. at home, car, mall, or friend's house).
- Damage due to fire (other than at school).
- Acts of God.
- Intentional or grossly negligent damage and/or misuse.
- Use in unsuitable operating environment.

In cases where damages are the financial responsibility of the student and/or parent(s), the charges to be paid are the cost of the replacement Chromebook. The process of replacement will be handled by the school. Current Chromebook replacement cost is $300.00.
Student will receive the following equipment:
Chromebook
Power Cord
Carrying Case

ACADEMIC INTEGRITY POLICY

Village Christian School seeks to educate students in both mind and character and therefore expects its students to demonstrate integrity in all academic endeavors. VCS defines academic integrity as each student doing his or her own work, except in instances where groups of students are permitted by the teacher to work together to produce one product. If a student uses the phrases, sentences, structures, or ideas of another in an individual assignment, such as a research paper, then the student must give due credit to their sources. When teachers require individual work to be submitted but allow collaboration in completing that work, students may discuss ideas and concepts, but the actual work turned in must be that of the individual student. Additionally, there is no distinction between giving and receiving unauthorized help; one who helps another to cheat is as guilty as one who benefits from the cheating. All work submitted by students should be a true reflection of their effort and ability.

Examples of unacceptable practices which constitute academic dishonesty include, but are not limited to:

- Copying another student's work with or without that student's knowledge;
- Using another's words or ideas without giving due credit (plagiarism);
- Violating testing procedures as defined by a teacher in an individual classroom;
- Giving and/or receiving answers to a test or quiz;
- Unauthorized distribution, copying, or recording of tests or quizzes

Instances of cheating will be investigated by the teachers, and administration.

STUDENT-EMPLOYEE COMMUNICATION

Due to California law, students may not directly contact Village employees via text or other unsupervised media, including but not limited to social media direct messaging and WhatsApp. All communication with employees must be through school-approved and monitored communication platforms, such as Gmail, Google Classroom, Team Snap, etc.

Three Rs

At VCS, we want our students to always feel safe while learning, growing, and having fun. An important component of child safety is helping students understand the three Rs: recognize, resist, and report.

Recognize what is considered acceptable and unacceptable behavior.
Resist unacceptable behavior and understand that they have the right to say "No" to anything that makes them feel unsafe, uncomfortable, or that could harm them.
Report to a trusted adult anything that makes them feel unsafe or when rules have been broken.

PARENT AGREEMENT

We are committed to improving our relationships with our parents/guardians. We truly believe it takes a Village of caring adults, working together to help our students thrive.

Our stated mission is to provide a CAREing, Christ- Centered education producing students who thrive. We believe that a positive, integrated (or synergistic) relationship with students, parents/guardians, and the school is vital. As a member of the Village Christian School community, we are asking you to affirm that all members of the community have value and that you pledge to treat other members of the community with respect and integrity. This expectation applies to communications with teachers, coaches, administrators, fellow parents, and of course other students. A failure to do so weakens the Village community and is likely to have negative consequences – and will not be tolerated.

Specifically, we ask that Parents and Guardians will:

- Model our CARE values of real relationships that include characteristics such as listening to one another, putting ourselves in the other person's shoes before reacting, gathering all the facts before acting, not gossiping or slandering others, and seeking reconciliation.
- To resolve conflicts, when appropriate, the student should meet with the person directly involved first. This allows the student to build important life skills in problem solving and conflict resolution.
- If a conflict cannot be resolved by the student, the student should seek help from an adult on campus, either a teacher, an aide or an administrator.
- If a reasonable resolution is still not reached, students or parents can appeal in writing to the Principal outlining the conflict and the desired resolution as well as the process followed (see above).
- Represent our school and its Christian mission well while on campus, at school events off campus, and in public social media accounts and communications as it relates to the school or members of the school community.
- Model respect for the role of an educator, coach, and other adults in the Village community to teach our students important life and character lessons about authority, honor, and Biblical teachings on love.

- Provide a home environment that is supportive of the student's development and achievement in our Christian, college preparatory educational program. This includes making sure students are on time and prepared for school and school activities.
- Likewise, parents and guardians can expect respect and the following treatment from the school:
    - Return communication from a written (preferably emailed) request within two (2) business days.
    - Every effort made to listen and respond reasonably to requests or conflicts that are in the best interest of the student and the school's mission and policies.
    - Treatment of the student and parent characterized by respect and integrity and honor for the parent-student relationship.

In pursuing a synergistic relationship, positive communication, and home and school environments that produce students who thrive, it is recognized that repeated and egregious violations of the above expectations are detrimental to the Village community. The school reserves the right to expel a student in such cases at the sole discretion of the Head of School in coordination with the Board of Directors.

SIGNATURE PAGE

PLEASE ACCESS THE FOLLOWING LINK TO SUBMIT YOUR ELECTRONIC SIGNATURE FOR THE 2026-2027 ELEMENTARY STUDENT HANDBOOK AGREEMENT AND COMPLETE BY SEPTEMBER 30, 2026:

- https://forms.villagechristian.org/view.php?id=118268