VILLAGE CHRISTIAN MIDDLE AND HIGH SCHOOL STUDENT/PARENT HANDBOOK 2026-2027

College-bound from kindergarten ● Christ-centered for life

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VILLAGE CHRISTIAN MIDDLE AND HIGH SCHOOL
Student/Parent Handbook
Table of Contents

INTRODUCTION **5**
ABOUT VILLAGE CHRISTIAN **5**
MISSION 5
CARE 5
ACCREDITATION 6
STATEMENT OF FAITH 6
NON-DENOMINATIONAL STATEMENT 6
VCS NON-POLITICAL STATEMENT 6
STUDENT EMPLOYEE COMMUNICATION 6
OBJECTIVES AND GOALS 6
1:5™ CIRCLES OF CARE 7
ESSENTIAL QUESTIONS 7
ANONYMOUS TIPS **8**
ACADEMIC INTEGRITY POLICY **9**
EXAMPLES 9
CONSEQUENCES FOR VIOLATIONS 9
Academic Integrity Policy: AI Assistance 10
ACADEMICS AND GUIDANCE **11**
THE COUNSELING DEPARTMENT 11
HIGH SCHOOL GRADUATION REQUIREMENTS 11
ONLINE ACCESS TO GRADES: FACTS 11
MIDDLE AND HIGH SCHOOL GRADUATION CEREMONY 12
GRADING SCALE AND GPA CALCULATIONS 12
VALEDICTORIAN / SALUTATORIAN 12
INTERIM REPORTS, PROGRESS REPORTS AND REPORT CARDS 12
SUMMER SCHOOL COURSES 13
ACADEMIC INTERVENTION 13
FAILING A CLASS 13
PHYSICAL EDUCATION FOR HIGH SCHOOL STUDENTS 13
Independent PE 13
VCS Athletic Participation 14
LATE WORK 14
WITHDRAWING FROM A CLASS 14
MINIMUM COURSE REQUIREMENT 14
REPEATING CLASSES 14
TAKING A CLASS AT ANOTHER SCHOOL AND TRANSFERRING CREDIT 14
ONLINE COURSE POLICY FOR NON-VCS CLASSES 15
CONCENTRATIONS™ 15
SCHOLARSHIPS 16

C.J.S.F. AND C. S. F. ELIGIBILITY AND MEMBERSHIP 16
FINAL EXAM EXEMPTION/SENIOR PRIVILEGE 16
WITHDRAWING FROM VILLAGE/TRANSFERRING TO ANOTHER SCHOOL 16
STUDENT CODE OF CONDUCT 17
STUDENT BEHAVIOR EXPECTATIONS 18
CLASSROOM CONDUCT 18
FILMING / PHOTOS OF STUDENTS, FACULTY, OR STAFF 18
STUDENT DIGNITY POLICY: HARASSMENT 18
STUDENT DIGNITY POLICY: BULLYING 19
STUDENT DIGNITY POLICY: HAZING AND INITIATION 19
AREAS THAT ARE OFF-LIMITS TO STUDENTS DURING SCHOOL HOURS 19
STUDENT SEARCH POLICY 19
RACIST LANGUAGE POLICY: HATE SPEECH, RACIAL HARASSMENT, AND DISCRIMINATORY LANGUAGE 19
DISCIPLINE POLICY 21
PRINCIPLES OF VCS DISCIPLINE 21
OFF-CAMPUS BEHAVIOR 21
"WHAT ABOUT THE OTHER KID?" 22
CLASSROOM / TEACHER LEVEL INTERVENTIONS 22
ADMINISTRATIVE LEVEL INTERVENTIONS 23
DISCLOSURE OF DISCIPLINARY RECORDS 25
AGE OF CONSENT 25
SUSPENDABLE OFFENSES 25
MATRIX OF CONSEQUENCES GUIDELINES 27
VCS POLICY REGARDING ALCOHOL, TOBACCO AND OTHER DRUGS (ATOD) 29
ATTENDANCE 32
PROCEDURES FOR ABSENCES 32
ATTENDANCE CLASSIFICATIONS 32
MISSED WORK / ASSESSMENT POLICIES 33
TARDIES 33
NON-ILLNESS RELATED PLANNED ABSENCES 33
PLANNED ABSENCES DURING FINALS 33
EXTENDED ABSENCES DUE TO ILLNESS / INJURY 33
ATTENDANCE REQUIREMENTS FOR ATHLETIC AND EXTRACURRICULAR PARTICIPATION 33
EARLY DEPARTURES BY PARENT REQUEST 34
STUDENTS BECOMING ILL WHILE AT SCHOOL 34
HIGH SCHOOL HOME AND EARLY DISMISSAL 6, 7 34
ATHLETICS 35
PHILOSOPHY 35
SCHOLASTIC ELIGIBILITY 35
STUDENT LIFE 36
CHAPEL AND ASSEMBLIES 36
LIBRARY 36
TEXTBOOKS 36

LOCKERS 36
PERSONAL PROPERTY 36
ELECTRONIC DEVICES 36
CELL PHONE AND ELECTRONIC DEVICE POLICY 37
Elementary School Cell Phone and Electronic Devices 37
Middle School Cell Phones and Electronic Devices 37
High School Cell Phones and Electronic Devices 37
POSTING NOTICES AND ANNOUNCEMENTS 37
AFTER-SCHOOL PROCEDURES 37
BICYCLES AND SKATEBOARDS 38
STUDENT DROP OFF AND PICK UP 38
JUNIOR/SENIOR OFF-CAMPUS LUNCH PASS 39
STUDENT GUIDELINES FOR DRIVING AND PARKING ON CAMPUS 39
WORK PERMITS 40
STUDENT UNIFORM / DRESS CODE POLICY 40
SPIRIT FRIDAYS 40
TATTOOS 40
STUDENT HEALTH 41
WHEN A STUDENT BECOMES ILL/INJURED AT SCHOOL 41
RE-ADMISSION AFTER ABSENCE FROM ILLNESS/INJURY 41
ADMINISTRATION OF MEDICATION 41
IMMUNIZATION REQUIREMENTS 42
SCHOOL ENTRY IMMUNIZATION REQUIREMENTS 42
TECHNOLOGY AND DIGITAL CITIZENSHIP 43
PRIVILEGE OF ACCESS AND USE 43
GUIDING PRINCIPLE 43
PURPOSE OF VCS NETWORK 43
DEFINITIONS 43
INTERNET / WIRELESS NETWORKS 44
SECURITY AND DAMAGES 44
GOOGLE APPS AND OTHER THIRD PARTY ACCOUNTS 44
GOVERNMENT LAWS 44
REMEDIAL AND DISCIPLINARY ACTION 44
STUDENT RESPONSIBLE USE POLICY* (DIGITAL CITIZENSHIP EXPECTATIONS) 45
APPENDIX 47
NOTICE OF NON-DISCRIMINATION 47
DIRECTORY INFORMATION DISCLOSURE NOTICE 47

INTRODUCTION

The Village Christian Middle and High School Student/Parent Handbook is your guide to a successful school year. The handbook details our academic, behavioral and spiritual goals as well as many aspects of campus life that affect the lives of our students and the operation of the middle and high school.

Parents and students are expected to read the handbook carefully as students are held accountable to the policies and procedures explained herein. This information will help you understand what Village Christian School has to offer you as well as what is expected of students and parents to have a successful year, which will glorify our Lord Jesus Christ.

Changes to last year's handbook are indicated by a vertical line to the left of the paragraph.

ABOUT VILLAGE CHRISTIAN

MISSION

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.

ACCREDITATION

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

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 School 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, lectures, chapels, or whenever questions on these issues are dealt with.

VCS NON-POLITICAL STATEMENT

Village Christian is a 501 (c) 3 and does not engage in political activities nor endorse or promote any particular party, candidate, or political organization. To foster a non-political environment, the school does not allow activities, posters, stickers, clothing, signs, or other actions or materials at school, on school-owned property, or at Village-sponsored events that are contrary to biblical principles, our Community Life Statement, or are overtly political in the view of the administration. Teachers will, in appropriate classes, e.g., Bible, history, and Seminar engage students in respectful discussions in every area of life, including ethical and political ones, as they seek to help our students “take every thought captive to the obedience of Christ” (2 Corinthians 10:3-5).

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 and provide our graduates with the opportunity to attend the college of their choice.

Student-Employee Communication

Due to new 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.

1:5™ CIRCLES OF CARE

Village Christian School is committed to CAREing for students in a way that helps them excel and thrive not only during their time in school, but into college and beyond. Recent research has shown that students who are surrounded by five trustworthy adults, in addition to their parents, are better prepared to thrive. We call this supportive group a "Circle of Care." These kinds of adults are found all around the Village campus among teachers, coaches, administrators, and support staff. Students have also found 1:5 ™ adults in their extended family, at church, in the neighborhood, and on local clubs and teams.

It has also been demonstrated that students who learn how to reach out to their "five," and ask for help, advice, and support, do better in school, academically, socially, and spiritually. Village Christian Schools join with parents in a strategic partnership to help every single student in our family find and enjoy the support of at least five caring adults who become part of their cheering "crowd of witnesses" [Hebrews 12:1].

ESSENTIAL QUESTIONS

We expect all Village students to have carefully thought through these following 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. These are also known as "Expected Schoolwide Learning Results"

Who is God?

What is Truth?

What is my purpose?

How can I access, process, and share information?

How can I develop, express, and use my creativity?

How can I make wise choices?

How can I develop healthy relationships?

ANONYMOUS TIPS

Students should feel safe at Village Christian School. In order to maintain this safe community, every staff member, student and family member must feel comfortable in communicating essential information to the school as needed.

This is difficult for some members of our community. Some things often heard about why information wasn't shared earlier:

"It's none of my business."

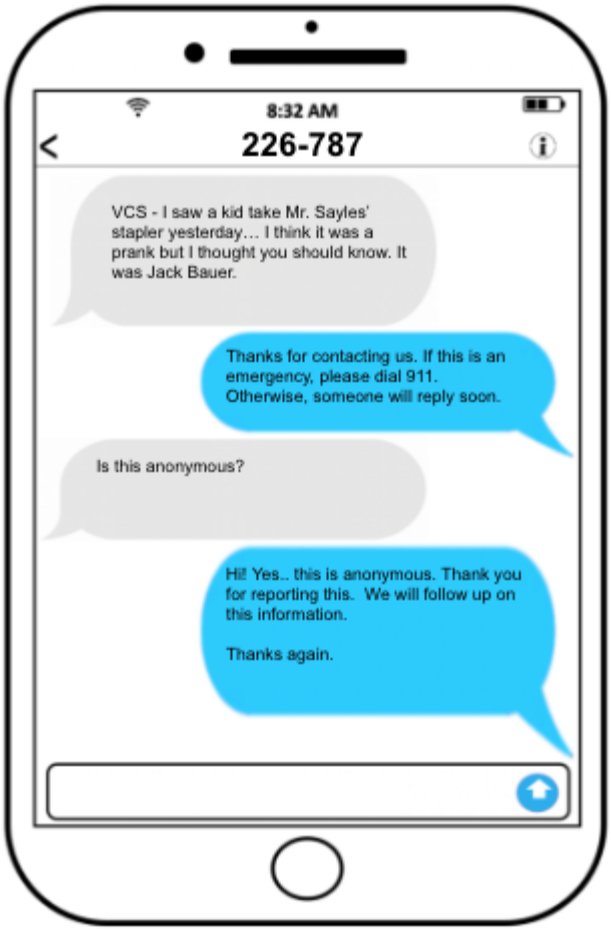
"I don't want to be a rat / snitch."

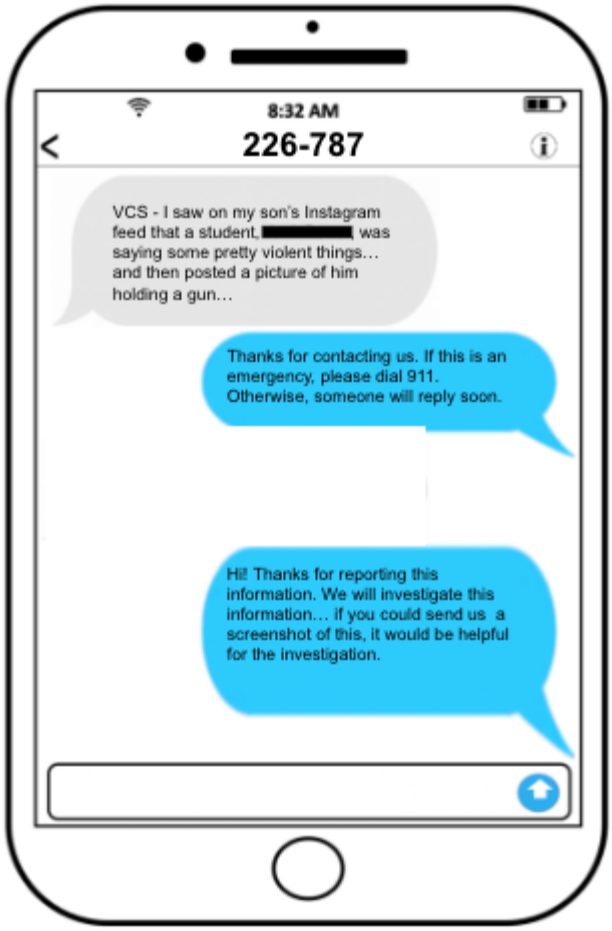
"I'm worried about retaliation."

While this culture of silence is understandable, it is not conducive to maintaining a safe community. If the school isn't aware, the school can't intervene. We can often intervene and prevent bullying, harassment, vaping, drug use, and even school violence if we are alerted early enough.

In order to protect our school community, we all need to speak up. If you see something, say something.

To report information to the school **anonymously**, text the keyword "VCS" followed by any relevant information to **226-787**. This anonymous text will start a text exchange with the school. Alternatively, information can always be shared with the school office, the Dean of Students, the Principals, or Assistant Principals.





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 own individual effort and ability.

EXAMPLES

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);
- Lying about attendance or ability to complete assignments and/or assessments;
- Using phones, calculators, smart watches, tablets, etc. during testing without teacher permission;
- 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 any parts or items on tests or quizzes.
- Communicating, via any method, with any other student about a teacher's assessment (Quiz or Test)

CONSEQUENCES FOR VIOLATIONS

Instances of academic dishonesty will be investigated by the teachers, counselors, and administration and will incur the following consequences:

1st Violation:

- Student will fail the assignment or be required to redo the assignment with a grade deduction.
- Teacher will contact parent/guardian by phone or email
- Teacher will submit written referral with appropriate documentation to administration who may meet with student. Violation will be documented in discipline record.
- Student will be assigned appropriate consequences by administration.
- Student may receive a lower citizenship mark for the grading period.

2nd Violation (in the same or any other class):

Consequences listed in First Violation and **ONE OR MORE** of the following:

- Student may receive an lower citizenship mark for the grading period.
- Student's letter grade for the grading period may drop one letter grade.
- Student will be assigned Saturday School or Suspension for no more than one day.
- A conference will be held with administrator, parent/guardian, counselor and student
- Student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extracurricular or co-curricular activity for a period of 1-4 weeks.

3rd (and Subsequent) Violation(s) (in the same or any other class):

Consequences listed in First Violation and **ONE OR MORE** of the following:

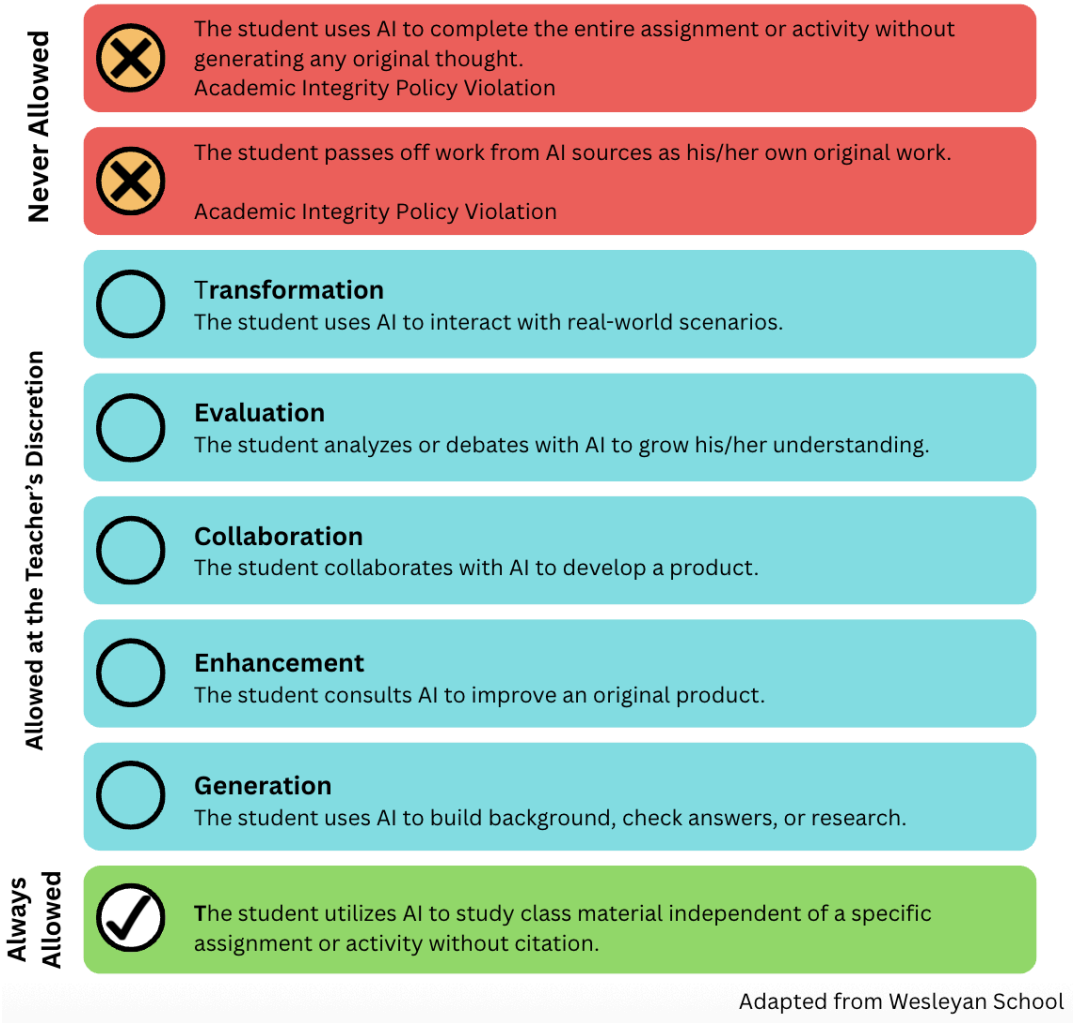
- Student will fail the assignment.
- Student will receive an "unsatisfactory" citizenship mark for the semester.

- Student's letter grade for the grading period may drop one letter grade.
- Student may be dropped and/or failed from the class if multiple violations have occurred in same class
- Student may be barred from participation in a club, scholarship group, student government, athletic team, or other extracurricular or cocurricular activity for one semester or 20 weeks.
- Student will be suspended (Out-of-School) for 1-5 days.
- Student may be recommended for dismissal.

** Violations are cumulative over the course of a student's Middle School or High School career at Village. The consequences will reset between 8th and 9th grade. Thus, if a student violates the Academic Integrity Policy in Math class (1st Violation) in 9th grade and then later violates the Academic Integrity Policy in a second class (History) during 10th grade, the violation in the History class will be considered the Second Violation according to VCS policy and the student will receive consequences for a Second Violation.*

Academic Integrity Policy: AI at Village Christian

> Students may ONLY use artificial intelligence (AI) on an assignment or activity with teacher permission. Citation is required. Unauthorized use of AI assistance on an assignment or activity is a violation of theVillage Christian Academic Integrity Policy. The student may utilize AI to study class material independent of a specific assignment or activity without citation.



Adapted from Wesleyan School

ACADEMICS AND GUIDANCE

THE COUNSELING DEPARTMENT

The Counseling Department consists of state credentialed counselors available to assist students in grades 6-12 in three areas: academic intervention, personal/social development, and college/career planning. Throughout the middle and high school years, counselors will identify and provide interventions for students who are struggling academically. When necessary, Student Study Teams and Individual Learning Plans will be created. Personal/Social needs will be addressed through faculty or self-referrals, and followed up through individual counselor meetings. Counselors actively meet with students and families on a regular basis for academic planning and advancing college/career preparations. In addition to individualized meetings, the Counseling Department provides college and career focused seminars, workshops and field trips throughout the academic year. Our counselors stay current on college admissions, student scholarship information, NCAA eligibility requirements and 21st century careers and skills to give all VCS students the foundation to thrive.

HIGH SCHOOL GRADUATION REQUIREMENTS

Credit Requirement: Min. 250 (1 semester = 5 Credits)

A-G CSU & UC Entrance Requirements		
Cat.	**Course (Yrs. Req)**	**Minimum Courses Req.**
A	History (2)	World History & US History
B	English (4)	English 9 - 12
C	Math (3)	Algebra 1, Geometry, Algebra 2
D	Lab Science (2)	Biology, Chemistry
E	Foreign Lang (2)	Spanish 1 & 2 or Mandarin 1 & 2
F	Fine Art (1)	Any on Approved list
G	Elective (1)	Any additional from 'A - E' above

VCHS Graduation Requirements (250 Credits)		
Cr.	**Course (Yrs. Req)**	**Minimum Courses Req.**
30	History (3):	W. History, US History, US Gov (1 sem) & Econ (1sem)
40	English (4):	English 9 – 12
30	Math (3):	Incl. Geometry or Statistics (min)
20	Science (2):	Any Science
10	Foreign Language (2)	Two years
10	Fine Art (1)	Any
40	Bible (4)	Bible 9-12
20	Physical Ed. (2)	PE or Athletics
5	Health (1/2)	Health (1 sem.) or Health and Thriving (2 semesters)
45	Elective (5)	Any additional above (limit P.E. to 20 addl. Credits)

ONLINE ACCESS TO GRADES: FACTS

FACTS is the online communications / student information system which allows parents to view their children's attendance, grades, schedule, academic plan, and to communicate with teachers, etc. Instructions for using FACTS can be found on the web site www.villagechristian.org or by following this link: Family Portal ~ Log In.

MIDDLE AND HIGH SCHOOL GRADUATION CEREMONY

Like all school activities, the graduation ceremony is a privilege and not a right, and a student may be excluded from participation at the administration's discretion. Students will normally be able to participate in the graduation ceremony if they successfully complete all graduation requirements. A diploma will not be released until all graduation requirements have been completed and all financial / disciplinary issues have been resolved.

If an 8th or 12th grade student is failing any required course(s) after 5 weeks of the Spring Semester, there will be a required meeting of the parents, student, teacher(s) and counselor which will include a written contract. The purpose of this meeting will be to outline what the student must accomplish during the remaining weeks of the semester in order to pass the courses needed to receive a diploma.

Seniors who are in danger of failing a required course for graduation may be subject to Senior Interventions which may include the replacement of any "Off Periods" with a mandatory study hall until the grades improve.

GRADING SCALE AND GPA CALCULATIONS

Percent	Grade	Gr. Pts.	Percent	Grade	Gr. Pts.
93-100	A	4.0	73-76	C	2.0
90-92	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.0	63-66	D	1.0
80-82	B-	2.67	60-62	D-	.67
77-79	C+	2.33	0-59	F	.0

- The cumulative GPA is augmented and calculated by taking an unweighted GPA of all coursework beginning with 9th grade, and then adding .025 points for every semester of AP or honors coursework with grades C- or higher.
- The GPAs reported on semester report cards are weighted for honor roll purposes, and calculated by adding an additional point for each AP and honors class with a grade of C- or higher.
- Several courses, like Student Service (often referred to as Teacher's Aide), are graded Pass/Fail.

VALEDICTORIAN / SALUTATORIAN

- The Valedictorian/Salutatorian are selected using cumulative augmented GPA as reported at the end of the third quarter.
- To be considered for selection, a student must be enrolled at VCS for the last six semesters.
- Additional criteria used to determine Valedictorian and Salutatorian in case of an identical GPA include the number of units completed, completion of Senior Projects, and total practicum points.

INTERIM REPORTS, PROGRESS REPORTS AND REPORT CARDS

Interim reports will be issued at the middle of each grading period. Students with incompletes and/or who are averaging 72% or less in a class will receive these reports.

Progress Reports will be issued midway through each semester. Parents are expected to review progress reports with their students.

Semester report cards will be made available electronically at the end of each semester.. Parents can obtain regular information about their student's grades by checking FACTS regularly.

Any request for a grade review must be made within two weeks of the report card being issued.

SUMMER SCHOOL COURSES

Summer school courses are entered as the grade for the school year just completed, unless entering 9th grade and taking a high school course. Middle school students taking a summer course will be marked as grade and year entering.

VCS typically offers an accelerated summer school with courses finishing in 4 weeks. Limited Online options may be available.

ACADEMIC INTERVENTION

Any student receiving an "F" in a class required for a High School Diploma or having a GPA of less than 2.0 at the quarter grading period will be flagged for Academic Intervention. This designation allows our team to determine an appropriate intervention plan, if needed, to help the student improve the grade.

Students who are not making progress on the Academic Intervention plan may be referred to Administration. Students who are persistently unable to meet the academic requirements of Village Christian may be subject to dismissal from Village Christian if the student's ability to receive a diploma here is in jeopardy.

FAILING A CLASS

It is our desire to work cooperatively with parents and students in maintaining the academic standards desired at VCS. Despite our interventions, students have the right to fail classes. Should a student fail a class there are options. Students who fail a class should schedule a meeting with the counselor to discuss those options.

Although a "D" in a class will earn *high school* credit toward graduation, as a general rule, a "D" or "F" in a core academic class required for freshman admission to a four year college or university will be regarded as a *disqualifier* and will make a student ineligible for admission.

PHYSICAL EDUCATION FOR HIGH SCHOOL STUDENTS

High School students have several options in fulfilling the PE credits required by California for graduation. It is expected that all PE Credits (20 credits) will be completed by the end of Sophomore year.

Thriving Wellness/Fitness:

Starting with the class of 2030, all ninth grade students will earn 10 PE units by completing fitness logs as part of their Thriving class. Students who are in school activities such as athletics, cheer, or dance will just log their practice time to complete the logs. They will not earn PE credits through other means during their freshmen year.

Independent PE

The rationale for independent PE at Village is two-fold: 1) to help students find ways to incorporate fitness into their lives in a way that is enjoyable, effective and that will develop into lifelong fitness habits and 2) to create room in the schedules of VCS students for them to explore other electives or other academic courses. The Independent PE option requires students to complete activity logs in which students develop goals toward physical fitness and document activities which help them progress towards those goals. Students should plan to spend at least 2 1/2 hours a week (spread out over the course of the week) in one of the many possible activities on the approved activities list. Independent PE will be graded "Pass/Fail." More information will be communicated to Independent PE students at the beginning of the year. Students will be scheduled into Independent PE on a quarterly basis rather than a semester basis. Students earn 2.5 units of credit per quarter.

VCS Athletic Participation

High school students can fulfill their graduation requirements for Physical Fitness by representing VCS in official interscholastic competition. As a small school, VCS relies on the participation of all its students to have full teams; therefore, students are encouraged to try out for sports, even if they don't have experience in that particular sport. Each quarter of participation in an approved VCS sport will replace a quarter of Independent PE and help fulfill graduation requirements. For more information, contact the Athletic Department.

LATE WORK

Late work for excused absences will be accepted with no penalty and according to the number of days absent. Late work policies for any other reasons or circumstances are at the discretion of the teacher.

WITHDRAWING FROM A CLASS

Schedule changes and/or course withdrawal must be approved through the counseling department. Teacher and parent consent forms must be submitted. Withdrawing from a class after the 4th week will result in a "withdraw F" for the class. Before dropping a class during the senior year, the senior should notify the admissions offices of the colleges he or she has applied to determine how the change will impact his or her college admission.

MINIMUM COURSE REQUIREMENT

6th grade through 10th grade students are required to take 7 classes which may include a Study Hall. 11th grade students are required to take at least 6 classes and seniors are required to take at least 5 classes.

REPEATING CLASSES

Credit for a class will be granted only once. Students retaking a class to remediate a D or F will not receive more than 5 credits for that class. All grades will be posted on the transcript even if courses are re-taken. Both the original class and grade earned and the remediated class and grade earned will appear on the transcript but students will only receive credit for the remediated class. Grades above a D+ may not be remediated for higher grades.

TAKING A CLASS AT ANOTHER SCHOOL AND TRANSFERRING CREDIT

Excluding transfer students, all a-g/college required classes are to be taken at Village Christian while a student at Village Christian. The following restrictions will apply:

- Any class for which a student wishes to have credit transferred must have prior signed approval from a guidance counselor. This safeguards the student from taking a class that would either not advance the student appropriately within the VCS curriculum and/or not qualify for inclusion on an application to a four year college or university.
- Students who are approved to take a college class, to meet a graduation requirement, will have the credit transferred on an unweighted or non-augmented credit (i.e. on a 4.0 scale) basis on the transcript. Approved college courses taken for enrichment will not show on the transcript.
- Only AP courses taken at Village (while a student is enrolled at Village) will receive AP weighting / augmentation.
- Typically, classes taken at other schools, while a student is enrolled at Village, are only placed on the Village transcript if the class meets a graduation requirement.

This policy applies to classes taken during the summer or regular school year.

ONLINE COURSE POLICY FOR NON-VCS CLASSES

Many online courses are not accepted by colleges/universities or NCAA/NAIA, thus Village has a policy to safeguard the student from taking classes that will not meet these requirements. ALL NON-VCS ONLINE CLASSES MUST BE APPROVED BY THE STUDENT'S COUNSELOR.

- Online classes may be used for grade recovery/remediation with approval
- Students are required to take all a-g/college required classes at Village. Exceptions to this will be evaluated on a case by case basis and will be granted only in unusual circumstances.
- A proctor fee of $50 will be charged for any non-VCS final administered for an online class.

CONCENTRATIONS™

Concentrations™ is one of the signature academic programs at Village Christian High School. All students will select a Concentration during their ninth grade Thriving class (or during New Student Orientation if they enroll after ninth grade). All students must also attend seminar class, which is an important component of Concentrations™. Seminar class typically meets on Wednesdays after chapel and is graded "Credit/No Credit."

Freshman Seminar: Ninth grade students spend some time exploring the different Concentrations prior to making their selection in October.

Concentration Seminar: Students in grades 10-12 meet in seminar with other students from their Concentration. The class serves as a Concentration homeroom class and provides opportunities to explore careers and develop authentic products.

Ignite: Ignite is an event in October for ninth graders, their families, and the adults that form their "Circle of Care." At this ceremony, students are welcomed into their chosen Concentration.

Changing Concentrations: The purpose of Concentrations™ is to help students rule in and rule out potential careers and majors. If a student learns through their Concentration experiences that it is not a good fit, we want them to begin exploring other options. To accommodate the transition, general changes can be accommodated except at the very end and very beginning for quarters

Practicum: Practicum are experiences typically done outside of school hours. There are three types of practicum:

- On Campus Experience: earns 5 points--Experiences which happen on campus like a guest speaker during super-seminar.
- Off Campus Experience: earns 10 points--Experiences that occur off-campus where students have to invest their own time and effort to complete (college lectures, one time service projects, conferences, and workshops, etc.).
- Commitment: earn 20 points--involvement over time such as on-going volunteering, after school productions, out of class competitions (sports medicine team, Engineering club), and internships, all day involvement for a week or more such as mission trips, summer enrichment programs at colleges, and summer enrichment at Village
- Senior Project: earns 30 points--Senior project is the natural culmination of a student's Concentrations™ experience. This optional project is completed during the senior year and consists of: 1) a proposal, 2) a paper (research paper of 1,000 to 1,500 words), 3) a project of at least 20 hours, 4) a portfolio (including all necessary paperwork and a reflection), and 5) a presentation. Students who complete a senior project are recognized at graduation.

Students earn points when they submit a written reflection to the Dean of their Concentration after completing the experience. Students (and parents) can view their current practicum point totals in FACTS.

Completing a Concentration**:** Besides selecting a Concentration and attending seminar, there are no Concentration requirements for graduation. However, students may be recognized at graduation for completing their Concentration if they have earned at least 100 practicum points. Students who complete their Concentration are awarded regalia to wear at graduation in their Concentration color.

Honors: Students who complete a senior project **AND** earn at least 150 practicum points have completed their Concentration with Honors. They are recognized at graduation with unique regalia.

Illuminate: Illuminate is the senior awards night, when we present students with their regalia and recognize their achievements in Concentrations™.

SCHOLARSHIPS

VCS offers a variety of scholarships to Junior and Seniors. These scholarships will be advertised in the spring bulletins.

C.J.S.F. AND C. S. F. ELIGIBILITY AND MEMBERSHIP

Membership in C.J.S.F. (7^{th}-8^{th} grade) and C.S.F. (9th -12th grade) is based upon scholarship and citizenship and is for the semester following the one in which the qualifying grades were earned. Membership shall be by application only. Applications will be available during the first two weeks of each semester in the Middle and High School offices. It is the student's responsibility to return the completed application to the office within the time frame that is announced in the Student Life Google Classroom. No late applications will be accepted.

CJSF/CSF applicants will be expected to pay a membership fee each semester before being given a membership card and/or the excused absence day form.

FINAL EXAM EXEMPTION/SENIOR PRIVILEGE

Seniors are exempt from taking the final exams in the second semester of a class if the student meets all of the following conditions:

- The student has a semester grade in that class that is 90% or higher.
- The student has not been suspended (in-school or out-of-school) during the current semester.
- The student has not been absent from that class more than 5 times during the current semester.

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., and clear out his/her locker. All financial obligations, such as tuition, book fines and assessments must be paid at the time of withdrawal.

Student Athletes should also inquire with the Athletic Director as to how a transfer will impact eligibility at the new school.

STUDENT CODE OF CONDUCT[1]

1. Your first priority at school is to learn. Avoid distractions that interfere with or are counter-intuitive to that mission.

2. Be in the assigned place with appropriate materials, ready to work at the designated time that class begins.

3. Keep hands, feet, and objects to yourself and never intentionally harm another student.

4. Use school-appropriate language and behavior at all times while maintaining friendly and courteous behavior.

5. Be polite and respectful to everyone, including students, teachers, administrators, support staff, and visitors.

6. Follow individual teacher instructions, class rules, and expectations at all times.

7. Do not be a bully. If you see someone being bullied, intervene by telling them to stop or immediately report it to school personnel.

8. Do not become a distraction for others. Give every other student the opportunity to maximize their potential. Encourage your fellow students. Never tear them down.

9. School attendance and participation in class are an essential part of the educational process. Regular attendance at school is necessary for student success. Furthermore, it allows students to achieve the maximum possible benefits from their educational experience. All students are encouraged to be present and prompt. School attendance is the responsibility of both parents and students.

10. Represent yourself in a manner that you will be proud of. Take advantage of the opportunities you have at school. They will help you be successful throughout your life.

[1] *Meador, Derrick. "Developing a Complete Student Code of Conduct." ThoughtCo, Feb. 11, 2020, thoughtco.com/developing-a-complete-student-code-of-conduct-3194521.*

STUDENT BEHAVIOR EXPECTATIONS

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.

CLASSROOM CONDUCT

Each teacher develops rules and classroom procedures specific to their subject area and congruent with school rules. All students are expected to be positive contributors to the classroom environment and support the structure of the classroom. Teachers' rules and procedures are included in their course syllabus.

FILMING / PHOTOS OF STUDENTS, FACULTY, OR STAFF

Students may not take, record, upload or post pictures, audio, videos, or other identifiable student information of other students taken on Village Christian School campus or at any Village Christian event without the written, informed consent of the child's parent/legal guardian.

Students may not take, record, upload or post pictures, audio, videos, or other identifiable information of teachers, faculty, or staff taken on the Village Christian School campus or at any school related event without the person's written, informed consent.

Electronic devices containing inappropriate material may be confiscated and the student may be subject to disciplinary and/or legal action.

STUDENT DIGNITY POLICY: HARASSMENT

Village Christian School is committed to maintaining an educational community in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, bullying, and harassment, including sexual harassment. Sexual harassment between any persons, including students, employees, parents or campus visitors, on or off campus, via social media, electronically, digitally or at any VCS sponsored event is prohibited. Violators of this policy will be subject to discipline, up to and including termination or expulsion. Inappropriate conduct is unacceptable whether intentional or unintentional.

Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate faculty member, staff, or administrator. Students may report to a teacher, administrator, staff or counselor. Each report will be given serious consideration and investigated appropriately.

- Verbal harassment includes offensive comments, jokes or slurs, graphic verbal comments about an individual's body, and graphic verbal comments of a sexual or racist nature.
- Visual harassment includes the creation of and/or displaying of offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures.
- Physical harassment includes unwelcome or offensive touching or impeding or blocking of movement.

In California, it is a crime to possess, produce or distribute "obscene matter" depicting persons younger than 18 years old. This would be a violation of PC 311, the state's pornography law. Any student possessing, producing, or distributing any obscene matter, including but not limited to nude pictures of a minor, may face criminal charges and / or expulsion from Village Christian School.

Students who feel that they have been subjected to conduct of a harassing nature are to immediately report the matter to their Principal, Dean, Assistant Principal or counselors. All complaints will be immediately investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate civil authorities as the circumstances warrant.

STUDENT DIGNITY POLICY: BULLYING

Village Christian School (Middle and High School levels) uses the following definition for bullying: Repeated actions or threats of action directed toward a person by one or more people who have (or are perceived to have) more power or status than their target in order to cause fear, distress or harm… There are three aspects of bullying that make it distinct: 1. Repeated. The behaviors are repeated… 2. Power. There is a power imbalance between the aggressor and the target… 3. harm. The intent of the behavior is to cause harm to the target(s). Bullying can be physical, verbal, psychological or any combination of these three. Bullying behaviors can include name-calling, obscene gesturing, malicious teasing, rumors, slander, social exclusion, damaging a person's belongings, threats and physical violence.[2]

Any student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to further disciplinary action.

STUDENT DIGNITY POLICY: HAZING AND INITIATION

No student or other person in attendance at any event or activity associated with Village Christian School shall conspire to engage in hazing or participate in hazing of any fellow student or person attending or associated with the school.

Hazing and initiation includes any method of initiating or reinitiating into a student organization, or any pastime or amusement engaged in with respect to such an organization, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm. Hazing and initiation does not include customary athletic events or similar contests or competitions approved by the school administration. Any infraction will result in consequences that will be appropriate and consistent with school policy as determined by the administration.

Any student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to disciplinary action.

AREAS THAT ARE OFF-LIMITS TO STUDENTS DURING SCHOOL HOURS

- The parking lots and parked cars in other areas.
- Areas in the surrounding hills.
- Inside the gymnasium (including the lobby) or weight room without adult supervision.
- Any area around elementary classrooms, lunch areas, or playgrounds.

STUDENT SEARCH POLICY

School officials may search any individual student including his/her property when there is reasonable suspicion that the search will uncover evidence that he/she is violating the law or school policy.

The types of student property that may be searched by school officials include, but are not limited to lockers, desks, purses, backpacks, student vehicles, cellular phones, or other electronic communication devices.

VCS has contracted with Impact Canine Solutions to conduct random searches using nonaggressive specially trained dogs to sniff out and alert staff to the presence of substances prohibited by law or school policy. Dogs sniff property only and not people.

[2] https://www.adl.org/education/resources/glossary-terms/definitions-related-to-name-calling-bullying-and-bias

VCS has installed Vape Detection devices in bathrooms on campus. These devices will notify administration if chemicals associated with vaping are detected in the air. In case of an alert, administration or designees have a reasonable suspicion to search any student (including the student's property) in the area at the time of the alert.

RACIST LANGUAGE POLICY: HATE SPEECH, RACIAL HARASSMENT, AND DISCRIMINATORY LANGUAGE

Village Christian School believes that every person is created in the image of God (Genesis 1:27) and is therefore worthy of dignity, honor, and respect. As followers of Christ, students are expected to love their neighbors, speak truth in love, and encourage one another through words that build up rather than tear down (Ephesians 4:29).

The use of language or conduct that demeans, intimidates, humiliates, threatens, or targets another person based on race, ethnicity, color, national origin, ancestry, or other protected characteristic is inconsistent with both the mission of Village Christian School and the biblical principles we stand on.

Prohibited Conduct

The following behaviors are prohibited on campus, during school-sponsored activities, online when impacting the school community, or in any other context related to Village Christian school:

- The use of racial slurs or epithets, whether directed toward another person or used generally.
- Hate speech or language intended to promote hatred, discrimination, or violence against any individual or group.
- Mocking, ridiculing, or degrading another person because of their race, ethnicity, nationality, accent, culture, or ancestry.
- Displaying or distributing symbols, images, gestures, or written materials commonly recognized as promoting racial hatred or discrimination.
- Encouraging, participating in, recording, or sharing incidents involving racist behavior.
- Retaliating against any student who reports discriminatory conduct or cooperates in an investigation.

Students are responsible not only for the words they use but also for the impact those words have on others and on the Village Christian community.

Investigation and Consequences

Reports of racist language, hate speech, or discriminatory behavior will be investigated promptly by school administration. Appropriate disciplinary action will be determined based on the severity of the conduct, the intent of the student, the impact on the school community, prior disciplinary history, and whether the behavior is part of a pattern.

Consequences may include one or more of the following:

- Parent/guardian notification
- Required educational interventions or counseling
- Loss of privileges

- Detention or Saturday School
- In-school or out-of-school suspension
- Removal from extracurricular activities, leadership positions, athletics, or school events
- Recommendation for expulsion in cases involving repeated, or egregious misconduct

DISCIPLINE POLICY

PRINCIPLES OF VCS DISCIPLINE

The principles that guide the VCS Discipline policy are as follows:

Respect God - Respect People - Respect Property - Preserve the Learning Environment

These principles form the basis of community life at Village Christian School. When an individual (or a group of individuals), violates the standards of the community, it is our responsibility to correct the behavior and work toward the restoration of the community.

Any violation of the Village Community standards (either minor or major) indicates a lack of “alignment” in a student’s life. As in a car with alignment issues, a slight adjustment at the right time can make all the difference in arriving at the desired destination. To make these alignments and course corrections, we rely heavily on our partnership with parents, guardians, and family.

We see most discipline issues as opportunities to make adjustments in a student’s life so that they stay the course and accomplish their goals.

There are, however, things that so violate the standards of the Village community, that, for the sake of the community, separation is required. This separation may be temporary, a suspension, or more long-term, an expulsion. In all disciplinary decisions we seek to balance the needs and rights of the individual with those of the community.

In order to best serve the Village Community, the administration is granted great leeway in how discipline is administered within the confines of the law and the Village Christian School philosophy.

It should also be noted that the frequency and severity of offenses will be taken into consideration. Therefore, it is possible that a student’s 1st violation may result in a suspension, expulsion or involvement of law enforcement. Likewise, in cases of "exceptional misconduct" or severe misbehavior, the steps of progressive discipline may not apply.

Though not an exhaustive list, the following examples of misconduct would be considered exceptional:

1. Assault or intentional behavior threatening or causing bodily harm.
2. False fire alarm.
3. Malicious, sexual or racial harassment and/or assault.
4. Possession and/or use of a dangerous (or look-a-like) weapon.
5. Possession, distribution and/or use of any prohibited substance.
6. Possession or use of any incendiary device.
7. Extortion, forgery, theft, gambling, and vandalism including graffiti.

OFF-CAMPUS BEHAVIOR

Students at Village Christian represent the school not only while on campus, but off campus as well. Behavior that occurs off campus during non-school hours, including online behavior, is still subject to discipline by VCS administration.

"WHAT ABOUT THE OTHER KID?"

Oftentimes, more than one student is involved in an incident. In these situations, school staff, faculty, and administration are oftentimes prohibited from revealing details about any other students involved except to the child's parents. We ask that, in this community, we trust one another to have the best interest of the individual students and the school community at heart. While we will do our best to assure all parties involved that the situation is being dealt with in a just manner, we cannot and will not divulge protected information about any student except to the appropriate legal authorities.

As a matter of principle and law, we only discuss discipline situations with those who need to know. Other students in the school do not need to know, so we don't discuss situations with them, including what is discovered during internal investigations. Please keep this in mind when you hear students discussing the salacious and sordid details of another student's latest misdeeds. They may not have all the information.

CLASSROOM / TEACHER LEVEL INTERVENTIONS

Because most minor violations of VCS behavior policies occur in the classroom, our teachers are often the first level in discipline. Some consequences students can expect at this level of discipline:

- **Parent/Teacher Contact:** Teacher sends email, leaves phone message, or sends a note home.
- **Conference:** Meeting to discuss behavior. May be formal or informal. May be in person or via telephone or email. Includes any of the following: Teacher/Student, Teacher/Parent, Teacher/Student/Parent, Teacher/Dean, Teacher/Teacher, Teacher/Lead Teacher or any combination of the above mentioned.
- **In-Class Consequence:** Seat moved or other change in environment.
- **Time Out:** Temporary denial of student's participation in classroom activities.
- **Contract with Student/Parent:** Statement is written, listing steps to be taken to improve behavior. The statement also describes the support to be provided by school staff and/or parent/guardian, as well as the date when results of the contract will be reviewed.
- **Student Action Plan:** Student writes about his or her behavior, causes and identifies possible alternatives.
- **Teacher assigned Detention.** Students must have ample time to purchase and eat food during scheduled breaks. Students should not be retained if this will prevent them from getting to their next class on time. Teachers should notify the parent.
- **Referral to Administration**

ADMINISTRATIVE LEVEL INTERVENTIONS

If the administration determines that a student's behavior demonstrates a lack of respect for persons or property, disrupts the teaching and learning in the classroom or violates California Education or Penal code, the student will be disciplined. Student behavior is expected to positively reflect the mission and expectations of VCS, both in and out of school. We have not attempted to list every behavior and consequence, but instead have provided guidelines for appropriate discipline.

As mentioned previously, there are certain behaviors and activities that pose such a level of disruption to learning, and/or danger to self and/or others that immediate action at higher levels of intervention is required by school guidelines. Examples include: violence or threat of violence, harassment / bullying, drug or alcohol use, weapons, etc.

Possible Administrative Level Interventions:

1. ***Student Conference***

   Often, the first step in the VCS discipline process is a conference with a student. Often informal, administrative staff will discuss the situation with the student, discuss possible consequences for continued behavior, attempt to determine causes of unwanted behavior, and explore healthy, wise alternatives to the unwanted behavior.

2. ***Campus Beautification***

   Students may be issued Campus Beautification by the administration. When Campus Beautification is assigned, the student will report to a secondary school staff of his/her choice to complete the assigned time commitment. Students are typically assigned between 10 minutes and 60 minutes of Campus Beautification to be completed within 48 hours. Campus Beautification may include, but is not limited to, picking up litter, working in the garden, cleaning a classroom for a teacher, helping to serve in the library, etc. Typically, the student is responsible for finding a staff person to coordinate and verify the work completed. The purpose of a Campus Beautification assignment is for the student to be restored to the campus community after violating campus rules by working to improve the physical attributes of the campus.

3. ***Supervised Lunches***

   Students may be issued a Supervised Lunch by the administration. Students issued a Supervised Lunch must report to a designated or agreed upon Adult Supervisor (Campus Supervisor, Administration, Teacher or Coach) within the first ten minutes of lunch. The Supervisor will then instruct the student where to eat lunch and to remain for the remainder of lunch. The purpose of a Supervised Lunch is to remove a student from his / her normal group of friends for a day as a consequence for violating campus rules.

4. ***Lunch Detentions***

   Students may be issued lunch detention by the administration. Students will always be allowed to eat lunch, but may have to serve detention while eating lunch.. Detention supersedes ALL OTHER SCHOOL ACTIVITIES including: all sports, cheerleading, dance, band, choir, etc. Lunch Detention starts 10 minutes after the start of lunch and concludes at the end of lunch. Students late to the detention room will not be allowed to serve their detention that day.

5. ***After School Detentions***

   Students can be issued detention by the administration. The parent will be contacted by the administration. Detention supersedes ALL OTHER AFTER SCHOOL ACTIVITIES including: all practices/rehearsals for sports, cheerleading, dance, band, choir, etc. Any potential conflicts e.g. medical appointments, work, etc. must be worked out by student and family to serve detention. Detention runs from 3:00 p.m. to 4:00 p.m. Students late to the detention room will not be allowed to serve their detention that day.

6. ***Saturday School***

During the normal school year, Administration may assign Saturday school for unserved detentions, persistent tardies and persistent Dress Code violations among other behavior incidents. Saturday School runs from 9am to 11am on the first Saturday of each month during the traditional school year (except August and January). Students should bring their own materials to work on during Saturday Service but students should not use electronic devices during this time. Weather permitting, students will most likely be assigned to some service task at the school to be completed under adult supervision during this time.

7. ***Suspension***

Suspension is the removal of a student from ongoing instruction. A suspension may be out-of-school (OSS) or in-school (ISS). Students assigned to In-School-Suspension will be removed from class and will be assigned to an area to be supervised by Administration. These students should expect to be working independently all day and have breaks at different times than the rest of the student body.

- An administrator may suspend a student for up to 10 days. A conference must be held with an 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 whether the class meets that day or not.
- *During out-of-school suspension, students may not come to school, may not attend, and may not participate in any school-related activities.*
- Offenses that may result in suspension are based on section 48900 of the California Education Code. These are serious offenses such as theft, fighting, substance abuse, harassment, disruption, defiance, etc.
- A list of suspendable offenses as depicted in section 48900 of the California Education Code is included at the end of this section.

8. ***Administrative Behavior Contracts***

The purpose of an Administrative Behavior Contract is to provide a student who has violated the standards of the school community with a more structured and monitored behavioral experience for a season until full restoration to the school community can be achieved. An Administrative Behavior Contract formally defines the expected behavior of a student across campus, in all classes, and includes “free time” such as breaks, nutrition, and lunch and sometimes may include off campus behavior. Generally the term of an Administrative Behavior Contract will be anywhere from four weeks to one semester, but may be enforced for a longer period of time as well. Administrative Behavior Contracts usually include a Mentoring component where the student is paired with an adult mentor on campus to assist in the student’s restoration to the school community. Violation of this Administrative Behavior Contract may result in suspension or expulsion.

9. ***Expulsion***

If it becomes necessary, in the opinion of the school administration, to expel a student who does not abide by the Standards of Conduct contained in this Handbook, the matter shall be referred by the Head of School to the Board of Directors of the school for disposition. The administration has the authority to suspend the student indefinitely until a final decision of the Board of Directors has been reached.

A student being recommended for expulsion should expect a physical hearing with the Head of School and Principal prior to the formal recommendation of expulsion being submitted to the Board.

In the event that the decision of the Board of Directors is to expel the student, the Head of School shall deliver written notice of that decision to the student’s parent/guardian. In the event that the parent/guardian wishes to request the Board of Directors to reconsider its decision, the parent/guardian

must submit an appeal in writing, and must have such written request delivered to the Head of School on or before fifteen days after receipt of the notice of the Board of Directors' decision.

If an appeal is made, the Board of Directors shall consider the appeal. After consideration, the Head of School shall deliver to the student's parent/guardian written notice of the decision of the Board of Directors in the appeal of the matter.

When a student is asked to withdraw or is expelled from VCS, they will be restricted from being on campus or at any school activity without prior authorization from school administration.

10. ***Law Enforcement Intervention***

VCS will involve Law Enforcement as necessary to ensure the safety of students in this community.

DISCLOSURE OF DISCIPLINARY RECORDS

In addition to academic performance, colleges or universities have an interest in learning about the personal conduct and character of its applicants. Upon request, a student is expected to honestly and fully disclose if he or she has been subject to disciplinary action that resulted in probation, suspension, withdrawal or dismissal from high school. Additionally, when requested by a college or university, a counselor or administrator may disclose disciplinary action taken against a student for an infraction that resulted in probation, suspension, dismissal or withdrawal from school.

AGE OF CONSENT

Students are reminded that it is illegal, in the State of California, for students over the age of 18 to have any sexual contact with any person under the age of 18. Further, according to Penal Code 261.5, the age of consent in the State of California is 18. Individuals aged 17 or younger in California are not legally permitted to consent to sexual activity.

SUSPENDABLE OFFENSES

(Based on California Education Code 48900)

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, the Principal had given written permission to possess the item.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of alcohol, an intoxicant of any kind or any other controlled substance listed in Chapter 2 (commencing with Section 11053 of Division 10 of the Health and Safety Code.
(d) Unlawfully offered, arranged, or negotiated to sell any item referred to above and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stolen or attempted to steal school property or private property.
(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to: cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, vapes, and betel.
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
(o) Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a student or school personnel.
(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempt infliction of physical injury to another person may be subject to suspension.

MATRIX OF CONSEQUENCES GUIDELINES

Offense:	Dress Code
Every Violation	Student must correct uniform issue. (Parent must bring uniform item or student will purchase uniform item from office.) Parents will be notified. 50-minute detention (HS) or Campus Beautification (MS).
3rd Violation	Above consequences plus meeting with Admin.
5th Violation	Above consequences plus 2-hour Saturday School.
6th Violation	Above plus loss of all extracurricular privileges for remainder of semester.

Offense:	Tardies	
3rd Tardy to a class	In a semester	50 Minute Detention
5th Tardy to a class	In a semester	50 Minute Detention
7th Tardy to a class	In a semester	2 Hours of Saturday School
9th Tardy to a class	In a semester	2 Hours of Saturday School plus 50 minute detention
10th+ Tardy to a class	In a semester	Loss of all extracurricular privileges for remainder of semester.

Offense:	Uncleared Absence
Every Offense	If uncleared after 3 days, becomes a Truancy with subsequent discipline

Offense:	Truancy	
1st Offense	In a semester	50 minute detention
2nd Offense	In a semester	Saturday School
3rd Offense	In a Semester	Suspension

Offense:	Failure to Complete Discipline (Unserved detentions, etc.)
Disciplinary consequences not completed in a week will result in loss of extracurricular activities including athletics, performing arts, dances, etc. until Discipline is completed or Saturday School is served.	

Offense:	Inappropriate Display of Affection
1st Offense	Conference with both parties
2nd Offense	Detention. Parents contacted.
3rd+ Offense	Behavior Contract

Offense:	Unauthorized / Inappropriate Use of a Phone or Electronic Device
1st Offense	The phone is confiscated, sent to the office, and returned to the student after school. Detention assigned. Parent contacted.
2nd Offense	The phone is confiscated, sent to the office, and returned to the student after school. Detention assigned. Parent contacted.
3rd Offense	Device is confiscated, sent to the office, Saturday School assigned, returned to parent at end of school day.
4th Offense	Device is confiscated, sent to the office. Saturday School assigned. Parent / Admin conference scheduled, behavior contract issued. Student required to turn phone into their school office at the start of day for the next two weeks.

5th Offense	ISS or OSS. Students are no longer allowed to have device on campus.

Offense:	Discriminatory , Racial, or Sexual Insults, remarks, or actions
All Offenses	Suspension / Conference. All incidents of a racial / sexual discriminatory nature are punishable by at least suspension.

Offense:	Act of Violence
All Offenses	Suspension / Conference All acts of violence, even in self-defense are punishable by at least suspension.

Offense:	Possession of Weapon
All Offenses	Suspension / Conference Out of School Suspension of at least 3 days up to 10 days pending further investigation.

VCS POLICY REGARDING ALCOHOL, TOBACCO AND OTHER DRUGS (ATOD)

Village Christian School, as an educational institution, promotes the belief that tobacco, alcohol, and other drugs are detrimental to the healthy development of adolescents. In keeping with this principle, we maintain a policy prohibiting students' use of these substances, and provide information and support to allow students to develop productive Christian lifestyles free of chemical encumbrances.

At the time of filing for admission or upon annual re-registration, both student and parent/guardian must agree to abide by and support the standards and to give wholehearted cooperation to the school in upholding and enforcing the standards. Such agreement, signed by the student and the parent/guardian, shall be a condition for admission or re-registration of the student to the school. Choosing not to sign the consent form, by parent or student, will result in non-admittance or inability to re-enroll. Parents choosing not to allow their student or refusal by a student, to submit to any part of the policy conditions will result in dismissal from the school.

VCS students agree to live within the framework of the school's Standard of Conduct as stated in the S/P Handbook. While some students may not have personal convictions in accordance with the standards in the handbook, agreeing to these standards obligates the student to assume responsibility for adherence to them, **WHETHER ON CAMPUS OR OFF CAMPUS.**

Village Christian School's basic policy related to student use of alcohol, tobacco and other drugs is:

Possession of, use of, or consumption of any **TOBACCO including e-cigarettes** product on campus or at any school function (on or off campus) is strictly prohibited and will be subject to discipline. Possession of, use of, or consumption of any tobacco product off campus, at non-school activities, is strictly prohibited. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff is included in this prohibition.

Smoking is prohibited on campus or at any school function (on or off campus) and will be subject to discipline. *Smoking* means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Possession of or use of any **Electronic Nicotine Delivery System (ENDS)** including, but not limited to vapes, vaping pens, or any other vaping devices on campus or at any school function (on or off campus) is strictly prohibited and will be subject to discipline. An electronic device that delivers nicotine or *other vaporized liquids* to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah or any component, part, or accessory, whether or not sold separately, is prohibited. Any product intended to be used in vaping devices is also prohibited.

Possession of, use of, or consumption of any beverage or substance containing **ALCOHOL**, or being under the influence of such substance, on campus or at any school function (on or off campus) is strictly prohibited and will be subject to discipline. Possession of, use of, or consumption of, or being under the influence of any beverage or substance containing alcohol off campus, at non-school activities which, in the opinion of the school, impugns the good reputation of VCS, is strictly prohibited. Note: A student's involvement in the

furnishing of alcohol of any kind to anyone is a violation of the penal code and will be reported to law enforcement.
Possession of, use of, consumption of, or being under the influence of illegal **DRUGS** (including *prescription* drugs) on campus or at any school function (on or off campus) is strictly prohibited and will be subject to discipline. Any possession of, use of, or consumption of, or being under the influence of illegal drugs off campus, at non-school related activities which, in the opinion of the school, impugns the good name of VCS, is strictly prohibited. Note: A student's involvement in the furnishing of prescription drugs, illegal drugs, drug paraphernalia, or look-alike drugs of any kind to anyone is a violation of the penal code and will be reported to law enforcement.

Students may be required to submit to substance abuse **TESTING** if the administration suspects that the student has a history of substance abuse, investigates or observes evidence or signs of substance abuse on the part of the student, or believes that a report of substance abuse, by students, parents, or other individuals, may be accurate.

Substance abuse testing shall be by urinalysis and/or examination of hair follicles. Multiple tests may be required. Testing that results from the administration's belief or strong suspicion that a student is using any type of drugs, including alcohol, will be at the expense of the student and/or his or her parent/guardian. Such testing will be done at a facility selected by the administration.

Confirmed positive results from any substance abuse testing will result in the student's immediate **SUSPENSION** pending an administrative hearing to consider consequences, including **EXPULSION** from VCS.

When the administration has a reasonable basis to believe that a student may be in possession of prohibited items such as alcohol, tobacco, vaping devices or other drugs, that student's book bags, purses, lockers, desk or vehicle will be subject to **SEARCH**. Furthermore, the student will be required to empty his/her pockets, purses or billfolds and allow these to be searched.

The CONSEQUENCES for possession of, use of, or abuse of alcohol, tobacco or other drugs (including abuse of prescription drugs) on or off campus while a student at VCS are:

- Possession of tobacco / vaping products or devices
    - 1st offense: 1-3 day suspension with probation contract
    - 2nd offense: 10 day suspension with administrative hearing to consider 18 week expulsion
- Smoking and other use of tobacco / vaping products or devices
    - 1st offense: 1-3 day suspension with probation contract
    - 2nd offense: 10 day suspension with administrative hearing to consider 18 week expulsion
- Possession of alcohol
    - 1st offense: 5 day suspension with probation contract and referral for assessment
    - 2nd offense: 10 day suspension with administrative hearing to consider 18 week expulsion
- Use of alcohol
    - 1st offense: 10 day suspension with administrative hearing to consider 18 week expulsion
- Possession of drugs or drug paraphernalia
    - 1st offense: 10 day suspension with administrative hearing to consider 12 month expulsion
- Sale or giving of tobacco / vaping products or devices
    - 1st offense: 5-10 day suspension with administrative hearing to consider 18 week expulsion
- "Under the influence" of alcohol or other drugs
    - 1st offense: 10 day suspension with administrative hearing to consider 24 month expulsion
- Sale or giving of alcohol, drugs or drug paraphernalia
    - 1st offense: 10 day suspension with administrative hearing to consider permanent expulsion from VCS with notification to law enforcement.

Students expelled from VCS for violating the ATOD policy who seek re-admittance to the school after the expulsion period must complete a **SUBSTANCE ABUSE RECOVERY PROGRAM (SARP)** approved by VCS. The program will consist of the following:

- The student will undergo a complete substance abuse assessment by a medical/psychological professional selected by the administration that is highly trained in the areas of substance and chemical dependency and mental health.
- The entire family of the suspended student must also agree to participate in the substance abuse assessment with the student.
- The student and family must agree to and, in fact, comply with all the recommendations and treatment protocols contained in the substance abuse assessment.
- The parents and the student must agree that the student will submit to random drug testing during the recovery program and expulsion period at the request of the administration.
- The medical/psychological professional must verify the student has successfully completed the prescribed program.

Students who have successfully met the time requirement of the expulsion period, completed the recovery program and received a positive recommendation from the medical/psychological professional who performed the substance abuse assessment *may* re-apply to VCS. A student seeking re-admittance to VCS will appear before a discipline review committee formed by the **HEAD OF SCHOOL**. This committee will make a recommendation to the head of school. Following the head of school's review of the committee's recommendation, the head of school will submit a recommendation to the **BOARD OF DIRECTORS** for final dispensation. The Board of Director's decision will be final.

Any student re-admitted to VCS by decision of the Board of Directors will be placed on probation for the duration of the student's time at VCS and may be reinstated to co-curricular and extracurricular activities as defined in the probation contract.

School Board approved
August 2018

ATTENDANCE

One of the keys to success in school and in every area of life is being present, being on time and being prepared. Students at Village Christian School are expected to attend school daily and to be on time. Regular attendance is the student's and parent's responsibility.

At Village Christian, we plan roughly 180 days of school each school year and include in those days activities that will benefit students academically, physically and spiritually. In order to benefit fully from all that Village Christian has to offer, we expect students to be in attendance every day. Research show that attendance is directly correlated to achievement in school. We expect students to show up and show up on time. We fully expect parents and students to accept responsibility for attendance.

PROCEDURES FOR ABSENCES

- If a student is absent, the absence must be cleared (a parent or guardian must contact the school). To clear an absence:
    - in Middle School:
        - Phone - 818.767.8382 ext. 402
        - Email - msattendance@villagechristian.org
        - Note: The note must state the student's name, the date of the absence, and the specific reason for the absence.
    - in High School:
        - Phone - 818.767.8382 ext. 505
        - Email - hsattendance@villagechristian.org
        - Note - The note must state the student's name, the date of the absence, and the specific reason for the absence.
- If a parent has called or emailed, they do not need to send a note with the student upon return.
- Students do not need to report to the HS or MS office if parent has already cleared the absence.
- Any uncleared absences will result in detentions until cleared. All absences must be cleared within 3 school days or the uncleared absence will become a truancy.
- Parents/legal guardians are the only persons authorized to clear absences or tardies, even if a student is 18 years of age or older..

ATTENDANCE CLASSIFICATIONS

Simply as a means of tracking attendance patterns, the Middle School and High School will mark absences and tardies as follows:

Excused: Illness; Medical, Dental, Optometrical, Chiropractic appointment; funeral of immediate family member; observance of religious holiday; quarantine by county or city health worker, or an event authorized by the school principal.
Unexcused: Any absence not listed above that has been approved by parent.
Truant: Absent without parent or school knowledge / permission.

These designations are intended for internal tracking purposes. Whether an absence is excused or unexcused will have no tangible impact on a student's grades or ability to make up work missed due to the absence or tardy. These designations are determined by CA Education Code 48205.

MISSED WORK / ASSESSMENT POLICIES

- Student Responsibilities:
    - Students should communicate directly with teachers about what work was missed and what work was assigned while the student was absent.
    - If a student missed a test, quiz, or assessment, student should check with teacher about when assessment should be made up. (Usually Tuesday or Thursday after school.)
    - Students should expect makeup quizzes and tests to be different from the ones given on the scheduled day.
    - It is the responsibility of students to make up all work missed and to find out from the teacher what and when assignments are due.
- Teacher Responsibilities:
    - Teachers should give students a reasonable amount of time in which to complete work assigned during cleared absences.
    - If student missed a quiz, test, or other assessment, teacher should prepare alternative assessment and leave with HS Office staff. Admin will proctor make-up assessments after school on Tuesdays and Thursdays.
    - Please do not send students to the office to take make up tests.
- Administration Responsibilities:
    - Administration or designee will proctor make-up tests after school on Tuesdays and Thursdays.

TARDIES

- Only AM tardies (tardies to the first period of the day, usually due to traffic, transportation, and/or oversleeping) may be cleared by parents / guardians.
- Students more than 10 minutes late to the first class of the day must first report to MS or HS office before proceeding to class.
- A student is tardy to class if he/she is not in the classroom in their assigned seat prepared to work at the class starting time.

NON-ILLNESS RELATED PLANNED ABSENCES

If parents are out of town and must leave their student in the care of an adult relative/guardian, the school must have the following information on file: name of the adult guardian, address, home, work and cell phone numbers, email address, dates/length of stay.

The administration understands that unique opportunities may arise and necessitate family travel during the school year. An opportunity such as this will not be considered as chronic absence *IF* it has been *pre-approved* by the administration. Students will not receive any assignments from teachers without administrative approval. Only the principal or assistant principal may grant pre-approval.

PLANNED ABSENCES DURING FINALS

A planned absence during 1st or 2nd semester finals is highly discouraged and MUST BE approved in advance by Administration. These requests may not always be honored.

EXTENDED ABSENCES DUE TO ILLNESS / INJURY

In the case of long- term absences, parents should communicate with the student's counselor to make special arrangements for the student to complete class credits.

ATTENDANCE REQUIREMENTS FOR ATHLETIC AND EXTRACURRICULAR PARTICIPATION

In order to participate in a practice, rehearsal, performance, show, or game scheduled for after school, students must be in school by 10:30am. The Principal or designee may grant exceptions as needed but this will usually involve making up time during lunch or detention on subsequent days.

Students scheduled for a pre-lunch release time must be in school by 8:30am or by the start or the first class of the day if not scheduled for a first period class.

Students participating in any extracurricular or co-curricular activities such as athletics, performing arts, field trips, pep rallies, special school sanctioned events, etc. must notify their teachers in advance if they will be absent from a class. Students must still turn in all assignments due that day and make arrangements to complete all other assignments, tests, quizzes, labs, etc. that will be missed due to these absences. Teachers may require students to take quizzes or tests before the scheduled release time.

EARLY DEPARTURES BY PARENT REQUEST

Students may not leave campus before the end of the school day without permission. If a student needs to leave school early, students ***MUST*** check out through the office. Failure to follow this procedure will result in disciplinary action.

STUDENTS BECOMING ILL WHILE AT SCHOOL

If a student becomes ill at school, the student must be referred to the nurse by a teacher or the office. If the nurse deems it appropriate to send the student home, proper arrangements will be made through the nurse's office.

HIGH SCHOOL HOME AND EARLY DISMISSAL 6, 7

These are not classes per se; rather, they indicate that the student does not have a scheduled class that period. The student is not required to be on campus during that period of the day. Once a student arrives on campus, he or she is not permitted to leave campus without school permission until he or she is finished with classes for the day and is authorized to leave.

Students with *Home or Early Dismissal* who need to arrive early or stay later while school is in session for other students should respect the fact that other students are in class and not disturb any classes or activities.

ATHLETICS

PHILOSOPHY

Athletics play a vital role in the development of young men and women at Village Christian School. Beyond simply competing, at Village Christian, we want to first exemplify Christlike character and then develop each player's abilities, talents and skills. Excellence in these areas will translate into success in the competitive arena.

SCHOLASTIC ELIGIBILITY

At Village Christian School, students are given opportunities to participate in athletics, fine arts, and student activities that further the school's mission. For continued eligibility to participate in any extra-curricular program associated with Village Christian School, or to receive school privileges, students must meet the required academic standards, exhibit personal responsibility, comply with school policies, and fulfill all guidelines for the athletic team, fine art group, or student activity.

In order to be eligible to participate in Middle School and / or High School athletics, student-athletes must meet the eligibility requirements of CIF-SS (California Interscholastic Federation - Southern Section) and of Village Christian School Athletics. To remain scholastically eligible to play sports at VCS, student-athletes must maintain a GPA above 2.3.

VCS Probationary Status

If a student-athlete's GPA falls between a 2.0 and a 2.29, the student-athlete will be placed on Athletic Probation. Students on athletic probation are allowed to participate in competition and are deemed "eligible" but must work to improve the GPA above 2.29 by the end of the grading period. A student-athlete will not able to remain on Athletic Probationary Status for two consecutive grading periods. Student-athletes who are unable to bring their GPAs above a 2.29 after being on Athletic Probation will become ineligible.

Ineligible Status

- Student-athletes deemed ineligible are not able to participate in athletic contests. Participation of ineligible student-athletes in competitions will result in the forfeiture of that competition and the student-athlete will be deemed ineligible to participate in high school athletics for 12 months.
- Students who are ineligible are required to attend (but not participate during) home games but are not allowed to travel with the team to away games or participate in early dismissal.
- Students who are ineligible are required to attend all team practices and rehearsals unless otherwise instructed by the coach or a teacher.

Appeal

Each middle school student has one opportunity to appeal ineligibility while in grades 6-8th. Each high school student has two opportunities to appeal ineligibility: Once in 9th and 10th grade, and once in 11th and 12th grade. All appeals will be decided by a 3 person panel who is not directly involved with the student.

STUDENT LIFE

CHAPEL AND ASSEMBLIES

Students are required to attend chapel and sit in their assigned area. Students are to enter chapel promptly, courteously, and respectfully. Use of electronic devices during chapel is prohibited.

LIBRARY

The library will be *open* during scheduled school days from 7:30 a.m. to 4:00 p.m. The library is a place for quiet study and research. To maintain this environment please follow the posted rules.

Library books may be checked out for two (2) weeks. Students are responsible to return books on time. There will be a charge of 25 cents per day, excluding weekends, holidays and excused absences, for all overdue books. Full payment must be made for lost books. Damaged books will be charged according to the type and extent of the damage.

TEXTBOOKS

All textbooks will be furnished by the school in either a digital or hardbound format, depending on the course. All students will be charged a textbook rental fee on their September bill. Students are expected to take care of these books and return them in a usable condition (similar to the condition the book was in when they received it). Books that are not returned when the student drops a course or at the end of the term will be assessed a replacement cost fee. Books that are returned in unusable condition will also be assessed a replacement cost fee. Unpaid fees will be added to the student's final bill. The textbook rental fee covers core textbooks and not supplemental texts such as novels for English classes or AP exam preparation books.

LOCKERS

Lockers are provided for students to store textbooks and personal belongings. Students have the responsibility to keep their lockers locked, clean and orderly at all times. Students are not to write on any portion of any locker, whether it is assigned to them or to someone else. Lockers may not be decorated on with anything other than blue painter's tape so it can be removed without damaging the locker. Any decorations (ie: birthday) on the outside of lockers must be removed after one week. Locker combinations are not to be given to other students. In addition, students are not to exchange lockers nor use another student's locker. After a student graduates or withdraws from the school, any articles left in lockers will be disposed of or donated to charity at the discretion of administration. Lockers are subject to search by school administration.

All food stored in lockers should be cleaned out by the student before leaving for summer. During the summer, VCS will clean out all lockers assigned to Seniors / 8th graders / students who have withdrawn and dispose of any materials or items left in lockers. VCS is not responsible for any items left in lockers or any items disposed of during the summer.

PERSONAL PROPERTY

Village Christian School is not responsible for any personal property that students bring to school, including personal electronic devices. Students are encouraged to keep their books, backpacks, purses, etc., with them, in a locked locker or in areas designated by School Staff for temporary use (bags and backpacks are not allowed in the cafeteria).

ELECTRONIC DEVICES

Students who bring electronic devices to school are responsible for them. Electronic devices are not to be used during class time without teacher permission. Any electronic devices, including phone and/or tablet, may not be used to record or photograph students, teachers, or staff during school hours or at school events unless specifically instructed to do so by a teacher or staff.

CELL PHONE AND ELECTRONIC DEVICE POLICY

In an effort to eliminate distractions to learning caused by cell phone use, the school will be following this cell phone policy for every student as described below.

Elementary School Cell Phone and Electronic Devices

Elementary students may not have cell phones, tablets, smartwatches, or other similar devices at school. If you choose to have your child bring 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 you need to get a message to your student during the day, please email elemofficestaff@villagechristian.org or call the Elementary School Office at (818) 768-1900.

Middle School Cell Phones and Electronic Devices

Cell phones must be Powered off (not vibrate or airplane mode) during the entire instructional day, including nutrition. Cell phones are to be turned off and stored in backpacks between the hours of 8:30am and 3:10pm. Student devices (iPad, Laptop, Tablet, Air pods) may only be used during class time and at the direction of the teacher. For Middle School, no devices will be allowed during nutrition and lunch.

If you need to get a message to your student during the day, please email msattendancestaff@villagechristian.org or call the Middle School Office at (818) 768-1588.

High School Cell Phones and Electronic Devices

Cell phones must be Powered off (not vibrate or airplane mode) during the entire instructional day, including nutrition. Cell phones are to be turned off and stored in backpacks between the hours of 8:30am and 3:10pm. High School students may have devices during lunch time but all devices must be turned off and placed in backpacks before entering the classroom for sixth period. Students with early dismissal may use devices during their off period on the shield or in the library only.

Student devices (iPad, Laptop, Tablet, Air pods) may only be used during class time per teacher's instruction.

If you need to get a message to your student during the day, please email hsattendance@villagechristian.org or call the High School Office at (818) 768-5540.

POSTING NOTICES AND ANNOUNCEMENTS

Students must obtain permission from the MS/HS office before posting any notices, flyers or announcements at school.

AFTER-SCHOOL PROCEDURES

MIDDLE SCHOOL

All Middle School students who have not been picked up by 3:20pm must be in After School Care. Students may not be on campus and unsupervised while waiting for evening events (practices, games, Non-Fire, concerts, etc.).

- When school is dismissed at 3:10 p.m. students should report directly to the pick-up area (if they will be picked up by 3:20 p.m.) or to the Middle School Triangle. All students should be in one of these areas no later than 3:20 p.m.
- Middle School students found in other areas after 3:20 p.m. will be sent to VCS After School Care.
- Students in After School Care must check out with the childcare staff when leaving. Failure to check out properly may result in higher childcare fees being charged to the student's account.
- Students still in the pick-up area at 3:20 p.m. **must check-in to After School Care** and must be checked out at the childcare window.
- Athletes waiting for practice to begin or Fine Arts students waiting for classes or lessons which begin after 3:20 p.m. **must check-in to After School Care** until their practice/lesson. Students may not be in other areas of campus while waiting. Students who are not picked up immediately after their lesson or practice should return to the Middle School After School Care area. Charges will be incurred for this before and/or after practice supervision.
- The Middle School After School Care area will consist of the middle school triangle area and the lower field blacktop area. Students may not be in any other area of campus.
- Students who need to go to the cafeteria can do so before 3:20 p.m. Students may get a pass from After School Care to go to the library. These students are understood to be in After School Care and will be charged accordingly. Middle school students should not be in the library after 3:20 p.m. without a pass.
- Middle School students may be moved to Elementary Child Care area and must remain in the Child Care room or on the first grade playground. Students must be released to an approved adult. Any students who are not picked up by 5:30pm will incur late charges.
- Students who fail to comply with these procedures will be assigned detention.

HIGH SCHOOL:

- When school is dismissed, students without after-school commitments must leave campus by 3:20pm.
- Students may not be in any area of campus unsupervised. Students may not be on athletic fields, locker rooms, or in the weight room without adult supervision.
- Students remaining on campus are welcome to remain on campus in areas that are easily supervisable: the shield area, the library, the picnic tables in the high school area. Students may not hang out behind "A" or "B" hall, in the elementary school areas or loiter in the parking lots.
- Students who are remaining after school but are unruly, disrespectful, or who are found in unsupervised areas after 3:30 p.m. may be sent home or otherwise disciplined.

BICYCLES AND SKATEBOARDS

Bicycles are to be placed in the designated area, where they are to remain during school hours. Bicycles, scooters, hoverboards, roller skates, rollerblades, skateboards and similar equipment may not be used on campus at any time.

STUDENT DROP OFF AND PICK UP

Traffic safety is a concern for VCS as well as for the neighboring community. It is essential that everyone obey all traffic laws as well as the traffic rules of VCS. Failure to comply may not only result in a ticket from the police, but also discipline by the school. As a reminder, every parent and student must comply with the following:

- Parents cannot stop, park, drop off or pick up their student(s) on the city streets surrounding the school. Students must remain within the school grounds.
- Students must be dropped off on school property in the designated areas (elementary students in the elementary school drop-off area, Middle School students in front of Central, High School students in B parking lot). The service road behind A, B and C Halls is off limits to parents and students for drop-off/pick-up and parking during school hours.
- All designated areas are accessed through the front entrance gate. Students may not be dropped off or picked up at or near the back exit gate. Students may not be dropped off or picked up in the parking lot beside the auditorium.

- The Elementary School (ES) day will now end at 2:30 PM to allow for more of a break from Middle and High School pick-up. (Start time for ES will start at 8:00 AM; start and end times for MS/HS start at 8:30 AM and conclude at 3:10 PM.
- Parents will receive new stickers that are different shapes and colors based on their youngest child (i.e., if you have a MS and an ES child, you will receive an ES sticker).
- To improve our safety on campus, the front gate will stay closed until 3:30 PM. Parents coming to pick up MS/HS students should not arrive on campus until 3:00 PM unless they are volunteering at school or have another approved reason for arriving early.
- Parents coming to pick up an Elementary student (even if they have a MS/HS student) should not arrive until 2:15 PM. Those who arrive to campus before 2:15 PM will not be allowed to turn down Village Avenue and will have to drive somewhere else so they do not back up Penrose Avenue (unless they are volunteering at school or have another approved reason for arriving early).
- To get more cars on campus and off the local streets, B Lot will be used for pick-up for Grade 5.
- Free child care for ES/MS students will be provided until 3:45 PM.
- Students are not permitted to walk off campus through any of the school entrances or exits, they must be picked up in the designated areas.
- **Students are not permitted to use Uber/Lyft or like services without prior parent/guardian permission. Waivers can be completed on the Family Portal website through FACTS. Once the waiver is completed, the student will be issued an Uber pass. Students with a RideShare pass may be picked up by RideShare drivers at the front gate.**

The school's Conditional Use Permit (City of Los Angeles) requires full compliance with the above conditions. There are no exceptions.

JUNIOR/SENIOR OFF-CAMPUS LUNCH PASS

A Junior or Senior in good standing may request a pass to leave campus during lunch on Wednesday and only Wednesday. Students in good standing maintain a 2.5 GPA, have no unexcused absences, no U marks in citizenship, no suspensions that grading period and no more than 3 tardies. Lunch pass eligibility is reviewed every quarter. Students must submit an application signed by a parent or guardian to be considered for a lunch pass. Pass may be revoked by administration at any time. Passes are available on the VCS website.

All students arriving or returning to campus after 10:30am must present driver's license or school ID to the front gate staff. Front gate staff will document arrival / return time of every student in the vehicle and will confirm possession of the appropriate off campus pass.

Any student who takes an unauthorized student off campus will be disciplined, will lose lunch pass privileges and must re-apply.

Students returning to campus late from lunch may lose lunch pass privileges.

STUDENT GUIDELINES FOR DRIVING AND PARKING ON CAMPUS

In order to help with the shortage of student parking, VCS will now issue ANNUAL Student Parking Passes for $5 in the HS Office. Students should pay for and obtain their new parking permits within the first week of school to avoid parking fines.

Students may NOT park their vehicles on local streets (Penrose, Wildwood, Village Ave, or Ledge). Student vehicles parked off campus may be fined, towed or have other disciplinary procedures enacted. All student parking must be in "C" lot unless express written approval is obtained from HS Administration prior to parking in any other Village Christian Parking lot.

Parking/driving fines: $25 for illegal parking; $50 for reckless driving or speeding on campus. Students may have driving/parking privileges suspended or denied if unwise and unsafe driving/parking practices persist.

Parking lots are off-limits during the school day and students are not permitted to go to cars without a written pass from the High School Office. Village Christian School is not responsible for any damages to vehicles on school property and all student vehicles are subject to search if parked on the Village Christian School campus.

WORK PERMITS

Any student under age 18 who is employed during the school year is required by state law to have a work permit. Once the student is hired, the student must pick up a work permit application in the high school office. The work permit will be issued when the completed application is submitted to the office. A new work permit must be obtained every time there is a job change, and at the beginning of each school year. The school reserves the right to revoke a work permit if a student's academic progress or school attendance is adversely affected.

STUDENT UNIFORM / DRESS CODE POLICY

The VCS uniform/dress code policy is designed to promote a positive and professional learning environment that fosters pride, self-esteem, and community. All students are expected to wear appropriate school uniforms every day unless a special event specifically states otherwise (Spirit week, Athletic jerseys on game days, etc.).

Students are not allowed to wear sweatpants, pajamas or athletic warm-up attire during the school day. Cargo shorts, cargo pants are not acceptable. Leggings may only be worn under a uniform bottom. On game days, student-athletes are permitted to wear game jerseys with Lands' End pants, shorts, or skirts.

The administration makes the final decision regarding the appropriateness of student attire at school and school activities. Students may be required to purchase the uniform item immediately.

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: VCS Dress Code

Students wearing acceptable sweatshirts (VCS branded or official College apparel) are not required to wear a VCS polo underneath the sweatshirt; however, if the student removes the sweatshirt at any point, a VCS polo is required.

SPIRIT FRIDAYS

Students are permitted to wear any VCS branded shirts with jeans or uniform bottoms on Fridays. Jeans must be without rips, frays and/or holes.

TATTOOS

Students with tattoos containing offensive images or language that are not consistent with the values of Village Christian School will be asked to cover them up while on campus or while participating in any Village Christian School activity. Failure to cover them up could prevent them from participation in school activities. Administration makes the final decision regarding the appropriateness of student attire, including tattoos and piercings, on campus and at school activities.

STUDENT HEALTH

WHEN A STUDENT BECOMES ILL/INJURED 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. A student who vomits, or has a fever of 100.4 or higher, is required to be sent home. A student is never sent home alone without parental permission, even if he/she is 18 years old. 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.

RE-ADMISSION AFTER ABSENCE FROM ILLNESS/INJURY

A student who has vomited or has a fever of 100.4 degrees or higher, should not be brought to school until free of fever and symptoms (without medications) for 24 hours prior to re-admission. Students must be re-admitted through the health office if they are returning to school with a cast, braces, sutures, or using crutches. A physician's note must be obtained releasing them to return to school. For the student's protection, no student will be allowed to play or even be on the athletic field with sutures, casts, or braces.

Any student with contagious diseases (chicken pox, measles, pink eye, etc) must also be re-admitted through the health office.

PE excuses are to be processed through the health office. A parent's note will be adequate for up to three days. A physician's note is required if an excuse is needed for an extended period of time.

ADMINISTRATION OF MEDICATION

All medication to be taken during the school day must be brought to the health office. The school nurse or another designated adult will administer the medication.

All prescription medications brought to school must be in the original pharmacy labeled container. The following information should be on the container: student's name, physician's name/phone number, name of medication, dosage, schedule, and date of expiration.

Over the counter (OTC) medications, including acetaminophen and ibuprofen, 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 health office does have some OTC medications available for the students with the pre-approval of the parents. ***To pre-approve OTC medications, please complete the linked form:*** Medication Authorization Form This form is also available on the school website, health office page, forms.

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 students that attend a California public, or 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.

SCHOOL ENTRY IMMUNIZATION REQUIREMENTS

Students entering Junior Kindergarten through 6th Grade must show proof of the following immunizations:

Diphtheria, Pertussis, and Tetanus (DPT)	Five (5) doses
Polio	Four (4) doses
Measles, Mumps, and Rubella (MMR)	Two (2) doses
Hepatitis B	Three (3) doses
Varicella (chickenpox)	One (1) dose

Students entering Grade 7 through 12 must show proof of all of the above as well as the following boosters:

Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap)	One (1) dose
Measles, Mumps, and Rubella (MMR)	Two (2) doses

TECHNOLOGY AND DIGITAL CITIZENSHIP

As new technologies continue to change the world around us, they also offer valuable educational benefits for classroom instruction.. At Village Christian School, we are committed to providing learning opportunities through technology. As such, it is important that both parents and students understand the responsibilities that come with being digitally connected citizens. Parents should be aware of the impact of their children's participation in the digital world so they can identify "teachable moments" as students explore, learn, and create online. Students must also understand the benefits and risks associated with digital interactions and recognize that they are ultimately responsible for making wise and ethical choices. VCS students are expected to exemplify responsible citizenship in a 21st- century learning environment.

PRIVILEGE OF ACCESS AND USE
Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.

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 are considerate of the physical and mental well-being of each student.

PURPOSE OF VCS NETWORK
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.

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 responsible digital citizen is aware of and practices proper behaviors and socially accepted conventions in these online interactions. A responsible digital citizen is a person who has developed the skills and habits that promote positive interactions with others in the digital world.
- Technology**-** means a privately or school owned wireless and/or portable electronic handheld device 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.

INTERNET / WIRELESS NETWORKS
Village Christian School employs a content filtering solution to block access to websites containing inappropriate or non-educational material, including but not limited to content related to pornography, weapons, illegal drugs, and gambling. However, VCS is not responsible for content accessed through personal cellular data services, such as cell phones, mobile hotspots, or air cards.

For this reason, VCS strongly recommends, but cannot enforce, that all persons use only the school-provided internet while on campus. The use of personal internet-connected devices to access external networks is discouraged. Regardless of the connection used, all internet activity on campus remains subject to VCS policies and behavior expectations.

SECURITY AND DAMAGES

The responsibility to keep devices safe and secure rests with the individual owner. Village Christian School and its staff or employees are not liable for any lost, stolen, or damages devices on campus. If a device is reported stolen or damaged, the matter will be addressed through the administrative office, following the same procedures used for other personal items.

To help distinguish devices and prevent mix-ups, we recommend using identifiable reatures such as skins, decals, or other custom markings. Additionally, th euse of protective cases is strongly encouraged to reduce the risk of damage.

GOOGLE APPS AND OTHER THIRD PARTY ACCOUNTS

In alignment with our school's mission, goals, and vision for technology integration, students may be required to use accounts on approved third-party platforms. These accounts will primarily support school-related projects and activities but may also be accessed outside of school with parental permission. The use of these tools helps students develop effective and appropriate online communication skills, as outlined in the Technology Applications Standards. Teachers should always consult with the IT department to ensure that any third-party tools or accounts are secure and aligned with educational objectives.

GOVERNMENT LAWS

All technology use must comply with laws of the United States and the State of California. Violations include, but are not limited to, the following:

- Criminal Acts – These include, but are not limited to: unauthorized tampering, cyber-stalking, vandalism, harassing email, child pornography, and cyber-bullying.
- Libel Laws - You may not publicly defame people through published material.
- 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.

REMEDIAL AND DISCIPLINARY ACTION

Failure to comply with this policy may result in disciplinary action in accordance with the school's Code of Conduct and Behavior Matrix. The Director of Technology, in consultation with school administrators, will determine what constitutes inappropriate use of the VCS network.

Depending of the severity of the violation, consequences may include, but are not limited to:

- Restricted access to technology resources.
- suspension of access privileges to technology resources Suspension of technology privileges
- Revocation of technology privileges
- Disciplinary measures as outlined in the school's policies
- Legal action and potential prosecution by law enforcement authorities

STUDENT RESPONSIBLE USE POLICY* (DIGITAL CITIZENSHIP EXPECTATIONS)

1. **I AM RESPONSIBLE FOR PROTECTING MY COMPUTER ACCOUNT, NETWORK ACCOUNTS, AND EMAIL ACCOUNTS.** I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use the usernames and passwords of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's

password. I understand that it is important to log off a computer at the end of every session so another user cannot use my password.

2. **I AM RESPONSIBLE FOR RESPECTING MYSELF AND OTHERS THROUGH MY LANGUAGE.** I will use appropriate language in my email messages, online postings, usernames, online names, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.
3. **I AM RESPONSIBLE FOR RESPECTING OTHERS BY TREATING THEM JUSTLY.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, social media, etc.) responsibly. I will not send or post hateful or harassing communications, make discriminating or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school. If I become aware of such behavior, I will not participate in the conversation and will report it to a teacher / administrator.
4. **I AM RESPONSIBLE FOR RESPECTING MY USE OF THE VILLAGE CHRISTIAN SCHOOL NETWORK.** I will use VCS technology resources responsibly. I will not search, retrieve, save, circulate, or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any VCS technology resources unless authorized by school administrators/teachers as part of a school assignment. I understand the use of the VCS network for illegal, political, or commercial activities is prohibited. I understand that I 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.
5. **I AM RESPONSIBLE FOR MY RESPECTFUL CONDUCT ON ALL ONLINE SITES**. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers, and administrators. I will avoid sites that are disrespectful, promote violence, show people behaving inappropriately or illegally, or are racist, bigoted, or sexually inappropriate. If I accidentally visit such a site, I will close it and tell a teacher or school administrator**.**
6. **I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE AND WHEN USING TECHNOLOGY.** I understand that impersonating, spoofing, or pretending to be someone else if forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or online content (e.g. text, images, audio, or video) in someone else's name. I understand that devices, including smart watches, cannot be used during assessments unless otherwise authorized by a teacher.
7. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE VILLAGE CHRISTIAN SCHOOL NETWORK.** I will not attempt to bypass security settings or internet filters, or interfere with the operation of the network. I will not try to illegally access or manipulate information of VCS databases, including, but not limited to, gradebooks and student information systems. I will not install any software, legal or illegal, including file sharing, shareware, or freeware on school computers or the VCS network. I will help maintain a safe computing environment by notifying teachers / administrators of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.
8. **I AM RESPONSIBLE FOR PROTECTING MY PROPERTY, SCHOOL PROPERTY AND THE PROPERTY OF OTHERS.** I understand that the school is not responsible for the security of my property. I will not leave my personal devices at school before or after school hours. I will not share my devices with others nor will I ask others to share their devices with me. Tampering with, accessing, modifying or destroying equipment, programs, files, or settings on any computer or technology resource is prohibited. I understand that the school has the right to collect, confiscate, and inspect the content of any device that I bring to school. I will log on to my device to grant access to a school administrator if asked to do so.

9. **I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE.** I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music, movies, and images.
10. **I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE.** I will follow all guidelines set forth by VCS and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting server, video server, social media, or homework submission service). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will be wise about whom I choose as "friends" or allow into my network in the online world. I will not post photos of students with their first and last names on any online site, including, but not limited to: blogs, wikis, social media, and discussion forums. I will report to my teachers or school administrators anything that happens online or digitally (including social media and text messages) that are inappropriate, offensive, or make me feel uncomfortable.

IF IN DOUBT OR IF YOU HAVE A QUESTION ABOUT WHETHER SOMETHING YOU ARE ABOUT TO DO IS ACCEPTABLE OR RESPONSIBLE, ASK A TEACHER OR SCHOOL ADMINISTRATOR.

By initialing the section on the student handbook signature page, I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my technology privileges as well as other disciplinary action.

**** Acceptable Use Policy was based on the Acceptable Use Policy of Boston Public Schools***
https://www.https://ma01906464.schoolwires.net/Page/8352 (2025)

APPENDIX

NOTICE OF NON-DISCRIMINATION

Village Christian Schools admit 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 schools do 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 Schools 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 Schools 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 Schools 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 manufacture class rings or publish yearbooks. In addition, VCS may provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have informed the school in writing that they do not want their student's information disclosed without their prior written consent.

If you do not want Village Christian Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by September 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 Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, scholarships, and awards received
- College, university, or other post-secondary plans
- Grade point average for valedictorian and salutatorian
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended