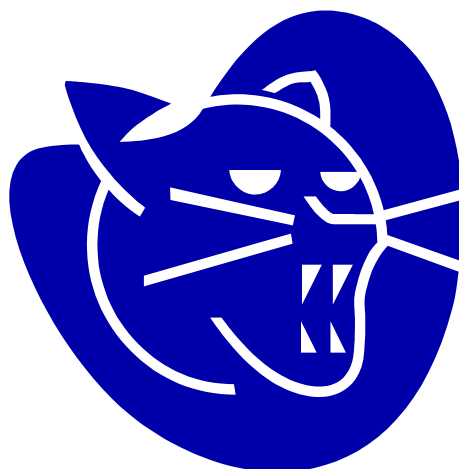


**Vista Christian School  
ELEMENTARY  
& MIDDLE SCHOOL  
Parent/Student Handbook  
2011-2012**



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**[www.vistaassembly.com/school](http://www.vistaassembly.com/school)**

**Office Hours: 8am – 4pm (Mon-Fri)**

**This is God's school. We walk behind His Banner. We find protection, provision and inspiration under His Wing. The children we teach are His. They are treated with honor, asked to strive for the highest standards, and are being trained for Kingdom Life.**

*I hear the rain coming.*

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# INTRODUCTION

**Welcome to Vista Christian School.** It is a privilege to partner with you during this important time in your child's life. As you read this handbook, please take time to talk to your child about the policies and values we feel are important for the success of your student and our school. It is our desire to clearly communicate these values and goals so your student's life is challenged and stimulated, while filled with accomplishments and memories that have lifelong significance.

We require both you and your child sign the handbook contract. If the handbook is lost, it can be printed from our website: [www.vistaassembly.com/school](http://www.vistaassembly.com/school).

Vista Assembly of God wishes to extend an invitation to your family to visit if you don't have a church home. Schedules of church services are available through the school or church office. As partners of our school ministry, you are welcome to participate in church activities and avail yourself of pastoral counseling or other services offered. We warmly welcome you and count it a privilege to have you as part of our church family.

\*The school reserves the right to change any policy when, at the sole discretion of the school, it is deemed necessary and in the school's best interest.

## School Mission and Philosophy of Christian Education

It is the goal of Vista Christian School to nurture the healthy growth of the whole child (spiritually, emotionally, mentally, and physically) in an open atmosphere of love and acceptance. "Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave Himself up for us." Ephesians 5:1-2

**Mission Statement:** The mission of Vista Christian School is to provide a Christ-centered, Biblically-based educational community that instills in each student Godly character including service to others and excellence in academics, Bible-based education that inspires each student to pursue excellence in moral character, academics, and service to others.

**Philosophy of Christian Education:** The educational philosophy of Vista Christian School is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God which contains this truth. God created all things in six days and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Vista Christian School will provide the student as well as the parent the necessary awareness of God and responses to His Word, so that when the Holy Spirit brings conviction of sin, he will readily and with understanding accept Christ as His Savior. Christian education can then carry out its purpose.

This philosophy also channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to be equipped for success in high school and later pursue the post-secondary education of his choosing, whether in college, university or in vocational training areas.

Each student upon understanding God's love for him, and receiving Christ as their personal Lord and Savior, is further nurtured and built up by the knowledge of God's great grace, His destiny, details, and purpose for their lives as they discover their value in Him.

Our aim socially is to provide a Christian perspective on the total world view from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship - all grounded in the Christian concept of love.

Vista Christian School permits the parents to carry out their responsibility to God for the education of their children. This is the prerogative, not of the state, but of the parents. Therefore, Vista Christian School assists the family in this responsibility and requires the support from the home.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and through them run the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone - the scarlet thread must be woven throughout the total curriculum.

It is apparent; then, that the types of activities we employ or permit in the classroom or school program will either facilitate our basic philosophy. The spiritual must permeate all areas - else we become text book oriented rather than student oriented.

Carried out, this philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of Vista Christian School. This cooperation enables us to better accomplish our goals for our students. It is our philosophy that also makes us uniquely different and preserves our Christian distinctiveness.

## Statement of Faith

**We believe** -- the Bible to be inspired, the only infallible, authoritative Word of God.

**We believe** --there is one God, eternally existent in three persons; the Father, the Son, the Holy Spirit.

**We believe** -- in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return in power and glory.

**We believe** -- in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith we are saved.

**We believe** -- in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

**We believe** -- in the spiritual unity of believers in Christ.

## Parental Responsibilities

It is the responsibility of the parents to educate their child both by instruction and example, according to biblical standards.

- **Provide spiritual guidance through regular church attendance, prayer, and Bible reading at home** (*"Train up a child in the way he should go, and when he is old he will not depart from it."* Proverbs 22: 6)
- **Pray faithfully for your child, the teachers, and Vista Christian School** (*"Confess your trespasses to one another, and pray for one another, that you may be healed. The effective fervent prayer of a righteous man avails much."* James 5:16)
- **Support the school discipline plan** (*"...do not despise the Lord's discipline and do not*

*resent His rebuke, because the Lord disciplines those He loves, as a father the son He delights in." Proverbs 3:11)*

- **Faithfully support teachers, administrators and school policies** (*"Now I plead with you, brethren, by the name of our Lord Jesus Christ, that you all speak the same thing and that there be no divisions among you, but that you be perfectly joined together in the same mind and in the same judgment." I Corinthians 1:10*)
- **Handle any concerns quietly and only with the person involved** (*"If your brother sins against you go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses." Matthew 18:15-16*)
- **Attend two required parent meetings and all parent conferences** (Parent Open House in the Fall and in the Spring)
- **Enforce the school dress code giving particular attention to neatness, safety, cleanliness, and modesty** (*"Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good but the good of others." I Corinthians 10: 23-24*)
- **Make sure your child attends school daily and on time (and having had a nutritious breakfast).** (*"The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied." Proverbs 13: 4*)

## **Expected School-wide Learning Results (ESLRs)**

Graduates from Vista Christian School shall demonstrate the following:

### **Who achieve their God-given, individual, academic, and vocational potential so that they are sufficiently prepared for high school as God leads them**

- Who can reason critically from a biblical perspective
- Who are proficient in math and science demonstrating the ability to access and synthesize information from diverse sources, test hypotheses, solve problems, and form conclusions based on relevant, reliable data and information based on principles from the Word of God
- Who identify and assess problems and find solutions using complex reasoning processes such as comparison, classification, induction, deduction, analysis, synthesis, investigation, inquiry, and invention in real life situations
- Who are appreciative of literature and the arts
- Who are skilled in reading, writing, listening, speaking, and thinking demonstrating effective written, oral, technological, and collaborative communication skills and possess the foundational knowledge necessary for success upon entering high school
- Who have a critical appreciation of language and culture
- Who have a knowledge and understanding of history
- Who know, understand, and apply God's Word in daily life
- Who have a life-long desire to learn
- Who, on average, meet or exceed the national average for SAT 10 scores
- Who, on average, meet or exceed the average ranking on ACSI standardized tests
- Who are equipped to thrive in future academic studies

### **Who are good, life-long stewards of their bodies**

- Who appreciate the need for physical activity
- Who understand the fundamentals of good nutrition, health, and wellness

- Who treat their bodies as belonging to God

**Who have embraced salvation and are committed to Jesus Christ, governed by the Word of God, and led by the Holy Spirit**

- Who engage in the spiritual disciplines of prayer, Bible study, scripture memorization, worship, and service
- Who find their identity and security rooted in Christ
- Who have Christ-like attitudes of humility, respect, and authentic servanthood
- Who understand their God-given gifts and abilities

**Who integrate their personal faith in Jesus Christ with the world around them**

- Who have a solid understanding of who they are
  - Who will be image bearers of Jesus Christ through the fruits of the Spirit
  - Who will be faithful stewards of all God has entrusted to them
  - Who will recognize, understand, develop, and use their God-given abilities and gifts to serve and glorify God
- Who know what to do
  - Who will respond to world cultures and events from a biblical basis
  - Who will know how to share and defend their faith
  - Who will regularly worship in church communities
- Who will connect with community
  - Who will be connected within the school community
  - Who will understand, value, and connect in appropriate social and civic activities
  - Who will appreciate and develop an understanding of diversity (ethnic, socioeconomic, gender, disabilities, academic, and denominational) within the family of God

# POLICIES AND PROCEDURES

## Absences / Tardies

A school absence is defined as any time a student is not present in the classroom for a minimum of one-half of any scheduled school day. Any arrival after 11:00 a.m. will be considered an absence for the day. Children who return without a note will have their absence recorded as "unexcused".

California law requires students to be in regular attendance at school. It is the position of VCS that no student can be absent from his/her studies without running the risk of impeding academic progress. We understand absences for reasons of illness or family emergencies are unavoidable, but even if absences are excused, they can still take a toll on your child's progress. The following procedures apply:

1. Parents are to call the school office by 9:00 a.m. if their child will be absent.
2. Children returning to school after an absence must submit a note to the school office. Without a note, the absence will be marked unexcused.
3. A child should NEVER be sent to school if he or she has a fever of 100 degrees or higher. The fever should be clear for a period of **24 hours** before returning to school. A child who is **obviously ill** should remain at home for the protection of the other children in the school. Please make appropriate arrangements in this event. Students who have conjunctivitis will be required to be on medication at least 24 hours before returning to school as it is highly contagious.
4. Occasionally, some contagious illnesses and outbreaks, such as lice, happen. As per state law and to aid in the control of the outbreak, notice will be given to the affected class(es) and precautions may be done to reduce further outbreaks. One type of precaution may be checking for head lice weekly after an outbreak. Unless further outbreaks are noticed, only the original notice will be sent home.
5. Students leaving before 12 noon, and out for the remainder of the school day, will be marked as absent.
6. Requests for make-up work and homework can usually be honored if the request is in the school office by 9:00am for pick up after school at 3:00pm. Students have one day for each excused absence school day missed to make up work, except for projects/reports.
7. The administration must be made aware in advance of any planned vacations during the school year. (NOTE: Vacations are unexcused absences.) A minimum of **two weeks** written notice is required if you would like your child's teacher to prepare work to be taken on the trip. All work is to be completed and turned in the day your child returns to school. Any assignments not turned in on the day after the student returns will be automatically counted as zeroes.

Any tests or assessments missed during an excused absence must be made up within 5 days of returning. Missed work will be graded as incomplete and turned into a zero if not made up within this framework. Please make every attempt to complete the missing work quickly. Note: Absences for specialty classes (music, computer, physical education, etc.) have individual attendance requirements based on the nature of each program. Information is sent home by these teachers at the beginning of each school year. Absences beyond what is allotted may affect your child's grade.

### Early Student Pick-up

In cases where there is an afternoon doctor or dentist appointment, we understand it may be necessary for you to pick-up your child prior to the close of the school day. However, repeated requests to sign your child out early for other reasons may affect one or more of your child's grades.

Before opting to pick up your child early, please consider the following:

1. Is it really essential to take my child out early?
2. What subject(s) will my child be missing?
3. Will my child miss valuable teaching time or a scheduled test?
4. Have I made arrangements to take tests, quizzes or make up other work?

For the above reasons, please refrain from picking up early unless absolutely necessary. If it is essential to pick up your child before the day's end, we encourage you to call the office before coming.

We will make every effort to have your child packed-up and ready to go when you arrive. All children MUST be signed out by a parent, legal guardian, or another adult whose name is on file in the office. Verbal authorization from a parent may be accepted by office personnel if deemed necessary.

### **Excused/Unexcused Absences**

An absence from school is considered excused for the following reasons: sickness, death in the family, or participation in a pre-approved off-campus activity such as drama productions, or "Take Your Child to Work Day". Although excused, these absences are included on your child's overall attendance records and affect their yearly status. A physician's note may be required to verify an absence due to illness.

Absences for other reasons (including vacation, personal days, etc.) are counted as unexcused. Note: In accordance with the California Education Code 48260, students with 3 or more unexcused absences may be reported to the local Student Attendance Review Board (SARB) with the Vista School District.

### **Excessive Absences**

For absences of more than three consecutive days, a doctor's note is requested. Twenty (20) or more absences, excused or unexcused, during the course of the school year is considered excessive. Absences exceeding this limit may result in the student being placed on probation, considered for retention and/or dismissed from the school. A parent conference will be held with the administration to attempt to correct the situation.

### **Tardiness**

Promptness and responsibility are two important values. Our class hours and schedules are designed to maximize the learning experience and aid in the success of the students. A student is considered tardy if he or she is not in their class line when their teacher picks them up. If they are later than 8:35am, students must come to the school office for a blue tardy slip. Prior to that, teachers will mark tardies in the classroom. Please make arrangements to have your child here in a timely fashion.

A tardy student:

1. Disrupts the class.
2. Misses valuable academic time.
3. Develops poor habits.
4. Must report to the school office for an "Admit to Class" slip if they are later than 8:35am.

If a child is tardy (unexcused) during a test, quiz or other important assessment time, the child will not be allowed to take the assessment. Only upon approval from the administration will the child be allowed to make up the assessment.

### **Excessive Tardiness**

"The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied." Proverbs 13:4 (NIV)

Each student is allowed four tardies per quarter (16 per year) for unforeseen reasons (e.g., traffic,

road conditions, oversleeping, etc.), and though accepted, they are considered unexcused. More than four unexcused tardies in a quarter is considered excessive. For records purposes, once a child has received the fifth tardy, it will constitute an unexcused absence. Corrective measures include:

4th tardy- Parents are notified.

5th tardy- Parents are notified of unexcused absence due to excessive tardies.

### **Excused Tardies**

It is the parents' responsibility to plan accordingly and make every effort to have their child(ren) at school and on time. The California Education Code defines an excused tardy ONLY in cases where the school office has been notified in advance of an early morning doctor/dentist appointment, a memorial/funeral service, or extenuating circumstances as pre-approved by the administration. Tardies resulting from traffic delays, oversleeping, etc. are unexcused.

### **Tuancy**

A student is considered truant if he or she is absent without a valid excuse for three or more days within a given school year. They are also deemed truant if they are tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year.

Students arriving at school after 9:30 a.m. without an excused tardy may not be admitted to classes or the Extended Care Program for the remainder of the day.

*Repeated truancies may be reported to the local Student Attendance Review Board in compliance with the California Education Code 48260 and/or the local authorities.*

## **Affection**

Demonstrations of outward physical affection between boys and girls are not permitted. This includes holding hands, kissing, and note passing. Inappropriate affection often can and does happen as early as kindergarten, but can easily escalate to an unhealthy level around 4th-8th grade. For this reason, parents are expected to discourage their children from developing any relationships contrary to this policy.

## **After-school Pick-up**

For your convenience, you will be allowed to drive through the parking lot on most days to pick up your child. For the children's safety, please drive slowly, and **do not talk on your cell phone**. After picking up your child at the drive-through, and if there are cars ahead of you, you can put your left blinker on, and the Extended Care Staff will let you out at their earliest convenience. If you park your car, please park on the east side of the parking lot and be sure to use the crosswalk. Half days, rainy days, and special event days will require you to park and pick up your child at designated area, usually the patio, playground, or sanctuary.

## **Art/Music**

Extra art and music instruction may be offered based on the availability of the instructor and the discretion of the administrator.

## **Books/ Materials and Facilities**

A book fee is assessed to each student at VCS. The cost includes the full cost of consumable books and materials, reproducible costs, costs for certain activities in the classroom and a rental fee for the use of the hardbound permanent texts, readers, and permanent curriculum for the class. A class supply list is given to parents to furnish items not included in this fee. Loss of any book is the responsibility of the parent and the full cost of the book will be assessed, including any pertinent sales

tax and shipping fees. Damage to any permanent curricula is also the responsibility of the parent. Replacement items will be charged to the family account.

The materials and facilities at VISTA CHRISTIAN SCHOOL are dedicated to God and His service. Basically, each individual is responsible for any items issued. The student's family must pay for any misuse of the school building, equipment, or materials.

## Communicable Diseases

Students admitted to VCS shall be protected from influences negatively affecting their well-being and educational progress. Therefore, VCS will exclude students from class who are currently infected with or are perceived to be infected with live (active) viruses from illnesses of a communicable nature. Parents (or other designated adults) must respond immediately to a call to pick up their sick child from school.

## Computer Use Policy and Restrictions

The computer policy established by the Board of Vista Assembly of God covers all school use of computers and networks. It is a comprehensive policy that restricts the use of the VCS/VAG computer network and equipment to only those purposes that are God-honoring and specifically related to church and school business.

Students may not:

- Use the VCS network to access the internet except when supervised by a teacher or when doing research for a class (also under supervision)
- Use any form of social networking (My Space, Facebook), unless directed and supervised by a teacher
- Use the VCS network to send or receive email or other messages, unless supervised by a teacher
- Load or install to a VCS computer any files or software from any source unless specifically authorized by the VCS Computer Administrator
- Have any computer in BIOS mode
- Modify any setting on a VCS computer
- Use a VCS computer to play music, games, videos or other forms of entertainment unless specifically directed to do so by a teacher
- Use the VCS network or computer equipment except under the direct supervision of a teacher
- Use the VCS computer network or computer equipment for any purposes not directly related to their education and specifically authorized by a teacher
- Use passwords to protect files
- Eat or drink (including water) at the computer stations

**Students failing to comply with the policies and restrictions are subject to disciplinary action. Criminal penalties may apply to destruction of equipment, data or any virus that may be introduced by the student. Should criminal penalties apply to any violation, the matter will be directed to the San Diego County Sheriff's Dept., and formal disciplinary methods will apply to the student. Each student will be required to sign and complete an additional contract before use of the computers is allowed.**

## Cumulative Student Files

Parents of currently enrolled or former students have the right to see any and all student records related to their children which are maintained by private schools. The editing or withholding of such

records is prohibited. Therefore, any parent or legal guardian should notify the office one day in advance, and the office will pull the cum file and have the parent sit down in the office to go through the cum. A staff member must be present when the file is viewed, and a log must be signed in order to view the file. If there are any questions, the school administrator will be able to answer them.

## Curriculum

Vista Christian School offers a variety of age appropriate curricula, much of which are based on a Christian perspective of education. We feel it is important to integrate scriptural principles into each area of subject matter. This philosophy enhances the education process and maintains quality academics through a biblical foundation. Though we integrate our philosophy into the curriculum, some curriculum may be used that is secular in nature. Curriculum is reviewed each year and evaluated for relevancy and effectiveness. Curriculum may be changed periodically to improve programs.

## Discipline

Classroom discipline requires two components: preventive and corrective.

Preventive Discipline: Each teacher will use a system of motivation on an individual and class level. This plan will consist of verbal praise, awards, privileges, or other methods. The purpose is to encourage and recognize proper behavior in all students.

One of the most important lessons for any student to learn is how to properly respond to authority. The students must be guided to a proper response to their parents, teachers, and to God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently, and lovingly.

Corrective Discipline: Since the school teacher works closely with the children during class time when parents are not present, he or she will need to handle situations when a child displays inappropriate behavior. The teacher recognizes his/her responsibilities of discipline are delegated by the parents. It is important for the teacher to work closely with parents in these matters, and the teacher will contact parents about any difficulties they may have in this area. It is of the utmost importance for parents to support the teacher in matters of discipline and equally important for the teacher to keep parents informed of any problem.

### **Our process of handling daily classroom discipline is as follows:**

- Each teacher will use a system of rules and consequences. The individual teacher sets the first three consequences. These rules and consequences are posted in the class.
- Fourth consequence: If a child's attitude still does not show signs of true repentance and inappropriate conduct continues, the child will be sent to the principal's office. A parent may be notified, and based on the previous offenses and disruptiveness, the parent may be contacted to immediately come to the school and remove the student for the day. VCS staff will not administer corporal punishment.

Discipline is never a cut and dry, step-by-step procedure. It is important to remember you are dealing with different personalities and different needs. We reserve the right to assess each incident and treat them with the necessary methods. The above steps will help the teacher in most cases to effectively deal with the problems. Sometimes these steps will not work, and the child will need to be referred to the office immediately. Serious offenses such as fighting, cursing, vandalism, harm or threat of harm to staff or other students, chronic or blatant disrespect, or other malicious behavior will be sent immediately to the office for discipline. These offenses are deemed serious and are subject to the Zero Tolerance Rules, and the student may be suspended or removed from the school.

At VCS, the emphasis in discipline will always be on love in light of the biblical standards for right living before God and men. Our desire is that each child knows he or she is loved. However, love does not tolerate disobedience but gives guidance and has development of Godly character as a priority. It is our desire to work together with VCS families to choose means that best produce these desired results.

### **Behavior Contract**

In situations where a student's behavior indicates a pattern of on-going challenges to school rules or policies, administrators may require the student to comply with the terms of a Behavior Contract as a condition for the student's continued enrollment. The contract may be required for up to one year and will necessitate: a) weekly church attendance; b) weekly youth group attendance; and c) weekly discipleship – *all for a period of 12 weeks.*

*For the safety and well being of all students and staff members, threats of any nature will be taken very seriously and may require the involvement of law enforcement officials. While this entire handbook is designed to provide clarity for all involved, the Administration reserves the right to discipline every case based on its unique and specific nature. VCS also reserves the right to dismiss a student at any time who is out of harmony with the school goals and mission.*

### **Academic Probation**

Any student who receives less than a 2.0 GPA for more than two grading periods (which includes Progress Reports) may be placed on Academic Probation. A meeting with an administrator will then determine the student's eligibility to remain at VCS.

### **Suspension**

Grounds for suspension may result from repeated violations of general school rules or from repeated lack of response to discipline. Suspensions will be issued for any Zero-Tolerance violations.

The California Education Code Section 48900 is very specific as to the offenses for which a student can be suspended or even expelled from school. Vista Christian School follows these guidelines.

- a) Caused or attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon a person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless the pupil has written permission from the administration to possess these objects.
- c) In possession of any controlled substance, intoxicant, or tobacco in any form for use, distribution or sale.
- d) Caused or attempted to cause damage to school property or private property.
- e) Committed an obscene act or engaged in habitual profanity or vulgarity.
- f) Disrupted school activities or willfully defied the valid authority of supervisors, teachers, or any other school personnel.
- g) In possession of any imitation firearm.
- h) Committed or attempted to commit a sexual assault and or battery upon another.

In addition, a pupil may be suspended from school or recommended for expulsion if the student participates in the following:

- a) Sexual harassment of another (including inappropriate language).
- b) Hate violence.
- c) Bullying or intentional harassment.

Any student who chooses to be involved in any of the above behaviors will be sent home pending

further action by our school board.

Violations that result in suspension may cause the school to suspend the student until the incident is reviewed by the board and the student is deemed able to return. In this case the student shall remain suspended until reinstatement is cleared. (see Expulsions)

Extended suspensions beyond a singular school day may be given for a major violation of school regulations. The parents and suspended student must meet with the school administration prior to reinstatement. Most extended suspensions will be for a minimum of three days. The school board will review any extended suspension prior to reinstatement and may require additional supervision, counseling, other mitigation, and/or follow-up.

All missed class work and homework must be made up and ready to turn in at the time of reinstatement. **Although no credit is given for any work missed**, completion is necessary to avoid gaps in learning.

Upon reinstatement after a suspension (except for tardiness), the student will be placed on probation for four weeks. During that time, the principal will evaluate the student's progress and end the probation if no further suspensions or behavior problems have occurred. Should additional suspension be given for any reason, the student may be removed from the school.

### **Expulsion**

Expulsion may occur if repeated suspensions do not produce a change of student's behavior or attitude. After the second suspension (for any reason) a mandatory meeting will be made with the parents prior to reinstatement to the school. A review of the student's record will be done by the school board and the administration.

Expulsion is mandatory for the remainder of the school year for the following offenses, when occurring at any time, **on or off campus**: threats to other students (whether verbal, written, drawn, or any other method), involvement with drugs and/or alcohol, threat of harm to staff, sexual immorality, or possession of any weapon or fireworks.

Additionally, any outside use of email, computer communication, or web use which is derogatory, defaming in nature, or threatening, or any other computer use which is hurtful to the school, staff, students, parents, ministry, or any person affiliated in any way with the school or church, will be cause for removal from the school.

Students who are expelled who desire to return the following school year must meet with and receive approval from the principal and the school board. Any student who seeks to return after an expulsion must submit their initial request in writing.

### **Dismissal from the School**

The school reserves the right to dismiss or deny readmission to a student or family for reasons the administration deems fit. These may come under the following categories, including but not limited to:

- Attitude incompatibility (such as an uncooperative spirit, rebellion toward correction and discipline, chronic complaining, or sowing discord)
- Chronic unexcused absences or tardiness
- Nonconformity to standards of conduct or grooming
- Nonconformity to standards of homework, projects, and assignments
- Lack of parental cooperation. i.e., unexcused tardies, absences, speaking ill of the school or employees, or displaying any behavior(s) contradictory to what we teach or represent
- Inability or failure to respond to the VCS educational program

## Emergency Issues and First Aid

The school office or extended care offers immediate first aid to all injuries and ministers to those who become ill during school hours. Parents will be called to pick up children too ill to complete the school day. A serious injury, puncture or intrusion of the body, or a head wound will require us to contact a parent immediately to allow you to assess the injury. In the event of an injury requiring immediate medical attention, we will contact you immediately. If you are not readily available, we will contact 911 and continue to try reaching you. An emergency release needs to be signed by the parent by the first day of school. It must be updated when your emergency information changes. In the event of an accident, you should bill your personal medical insurance first. Our insurance will pick up any additional cost not covered by your insurance.

Should Vista Unified Schools or San Diego County Schools be closed due to an emergency or evacuation, you can assume VCS will also be closed unless notified otherwise.

## Enrollment/Registration Procedures

All children who are being considered for Kindergarten at VCS will be tested to determine readiness for placement in a class. A child must be five years of age by November 1.

First grade students are required by state law to have a physical examination within 18 months prior to the first day of admission to first grade. Please refer to the immunization requirements in the handbook for further information.

All student enrollments, both new and returning, are handled through the school office. Students are not considered enrolled until enrollment forms are completed, proof of immunization is accepted, registration and book fees are paid, and you have received an acceptance letter from the school registrar. (**Note:** Returning students are evaluated by the school administration as to their behavior and academic progress from the previous year prior to acceptance for ensuing years.)

Registration is on a "first come, first served basis" and all students must register each year. Returning families, please remember you have priority registration over new families for one month only. In order to register, all previous balances must be current. Any registration discount for re-enrollment is only applicable during the early enrollment period, and timely filing of paperwork is required with payment of fees to receive the discounted rates.

VCS admits students of any race, color, national, or ethnic origin and makes available all rights, privileges, programs, and activities generally accorded or made available to students at the school. VCS does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions, athletic, and other school-administered programs.

All prospective students will be evaluated/tested for academic readiness. An evaluation/testing appointment will be scheduled once you have registered your student. A review of the testing will be done prior to admission into school. Testing does not guarantee entrance into the school.

The tuition at VCS is based on a yearly fee. For your convenience, tuition is divided into ten monthly payments, without regard to vacation and holidays. Please refer to the financial information sheet for current tuition fees.

Tuition is due by the 1<sup>st</sup> of each month and payable in the school office. Extended Care fees follow the same payment schedule. Tuition payments are late after the ninth of the month. A late fee of \$30.00 is added to all late tuition payments, and 10% of the extended care fee will be assessed for late payment on extended care services.

If for any reason you are late with the tuition or extended care fees, you must contact the school

office as soon as possible. This will allow you to resolve the matter so as not to jeopardize your child's position in school.

If your account becomes past due for a second month, your child will be dismissed from attending class. Your child will not be readmitted until payment of unpaid tuition and/or extended care fees are made. A report card may be held in the office on overdue accounts until fees have been paid or acceptable payment arrangements are made. If you have an outstanding balance at the end of the school year, VCS reserves the right to deny reentrance into the school or withhold any report cards from you until the outstanding balance has been paid.

By March 1, all past due accounts must be balanced to maintain priority registration for the following year and to release your child's report card. If re-enrollment registration money is paid, it will be applied to any past due accounts first. Re-enrollment will not be considered until your account is up to date. It will then be reviewed for consideration for the following year.

## **Extended Care (EC)**

### **Hours**

Extended Care is provided from 7am – 6pm. Before school care is charged from 7am – 8am. After school care is charged from 3:15pm – 6pm for K – 8<sup>th</sup>.

### **Before and After School Care**

All students dropped off at Vista Christian School before 8am will automatically be checked into EC.

All students who are not picked up from school by 3:15pm will automatically be checked into EC by their teacher. Billing starts at 3:15pm.

**When a student is picked up from EC, an authorized person must sign them out in the EC sign-out book.** If the checkout time is not written, you will be billed until closing time (6pm). All unknown pick-up persons will require an ID check.

EC closes at 6pm. If a child is picked up after 6pm, there will be a charge of \$1.00 per minute late. Late fees charged after 6pm are due at the time of pick up. Please call EC at (760) 519-4468 if you anticipate arriving late. Notifying us of your late arrival does not waive any late fee charges. In the event that a child has not been picked up by closing time, and we have not been contacted by you, an authorized contact will be called to pick up your child.

If you are part of a carpool arrangement and your child is checked into EC, we cannot be responsible for you receiving a bill because they failed to pick up or sign your child out on time.

Extended Care contracts are available in the school office. Drop-in care (those not on a contract) is billed at a rate of \$6.00 per hour. Billing is charged on the quarter hour.

Half days and conferences: Billing for half days starts at 12:15pm. Complimentary childcare will be provided for students whose parents are in a parent/teacher conference. This is only provided for the 15 minutes of conference time. Additional conference times arranged not at the 1<sup>st</sup> and 3<sup>rd</sup> quarter parent/teacher conference schedule are not automatically complimentary. ( EC contracts cover daycare on half days.)

If EC is offered on a non-school day, information about registration and fees will be sent home with your child in advance of the dates offered. Registration and fees for these days must be paid in advance of the first day.

The Snack Bar is open after school for the students who wish to buy a snack. Students are welcome to eat their own snack if they prefer. All snacks need to be eaten at the lunch tables during outside time.

Third – Eighth graders are usually provided 30 minutes to do homework assignments. Due to the need for one on one support for homework in the lower grades, K – second grade will need to complete any homework at home.

## Field Trips

Field trips are an excellent way to make practical the theories of Math, English, Social Studies, and Science. For each field trip, **every child must wear their school t-shirt**. Parents will always be informed of field trips in advance of the trip date. In the event your child does not attend a field trip, he/she must remain at home, and will have an unexcused absence on the scheduled field trip day. The cost for each field trip will be published in the permission slip, and the cost is the responsibility of the parent.

Parents who participate in the trip will be responsible to follow the guidelines for each trip and violations of the guidelines will cause the parent to be barred from any and/or all additional trips. Guidelines include, but are not limited to the following: No stopping with assigned children at any unauthorized location for food, drinks, or any such place that is not a designated stopping place by the teacher for the entire class; allowing purchases or purchasing items not authorized, or for any other rule infraction. **No reimbursement for expenses** will be given for volunteer drivers. Please keep in mind that as a chaperone, your responsibility is to help supervise the students on the trip; therefore, no siblings are allowed to attend class fieldtrips. This helps to ensure that a parent's full attention is given to the students put in their care.

Each trip is academic in purpose, and we encourage all students to participate. If your child does not go, no arrangements for your child are available at the school; please make arrangements to keep your child home. Financing for some extended trips is available through the company sponsoring the trip. Information on this option is available at the meetings for the trip or in the office.

## Homework

Homework at VCS is a parent/child activity. Daily/Weekly homework assignments are sent home and may include work left incomplete during the regular class day. Homework is divided into two areas:

- Parent directed activities: practice and review in assigned areas
- Parent supervised activities: reading assignments, work sheets, reports, and projects

Student planners are issued to each child from 3<sup>rd</sup> – 8<sup>th</sup> grade for use in managing their homework and projects. The students are responsible to use their planners each week by noting their assignments and project dates. Parents are expected to review and sign the planners as a tool to help the student succeed.

## Library Policy

The library will be available Monday through Friday, and the hours of operation will be published and distributed on the first week of school. Access to the library is only during posted hours and when available staff is present. An agreement must be signed by the students prior to checking out any books. Late fees for overdue books will be assessed and may disrupt the student's ability

to participate in the program if not paid. Report cards may be withheld from parents for non-payment of fees for late or lost books. The replacement cost for lost books will be charged to the parent's account.

The library supports the academic curriculum with books, magazines, videos, and computers equipped with internet access and online research subscriptions. Books and magazines may be checked out for up to four weeks. Overdue materials are charged at \$0.20 per day (\$1.00 per week). Students with overdue books or outstanding fines may not check out any more materials until they have cleared their account. All books must be returned and fines paid by the end of each semester.

## Lost and Found

The best way to ensure your child's belongings being returned to them is to put their name and phone number on items of clothing, lunch pails, etc. If your child finds something on the school grounds which does not belong to him or her, it should be turned in at the "lost and found" area. All unclaimed belongings without names are regularly disposed of, and the clothing is given to various shelters or agencies.

## Lunches and Snacks

Proper nutrition and dietary habits are essential for a child's growth and learning. The students will have a time for a light snack as well as a regular lunch period. Lunch supervisors will not monitor the amount of food eaten but will request students take home all remaining food. We cannot force the children to eat. All students will sit at the lunch tables for the first 15 minutes of the lunch period before anyone is dismissed to the playground. In the event a student does not have a lunch, an "emergency lunch" will be provided at a nominal fee. This fee will be billed to the family account. Parents are encouraged to purchase snack or milk cards in advance for the children in the younger grades to help alleviate loss or sharing of money.

### Lunch Time Behavior

1. Use quiet, normal conversation
2. Walk at all times
3. Remain seated until excused
4. Use good table manners
5. Leave individual eating area neat and clean
6. Touch and handle your own food
7. No sharing or trading food

## Medications

Vista Christian School does not employ a nurse on campus. If prescription medication is necessary, we encourage parents to schedule times the medication should be administered during the hours when your child is at home. If it is necessary for the child to take the medication while at school, please send in the original container with the label. The school must have the prescription bottle on campus.

Most pharmacies will "divide" the prescription into two bottles if you make that request. You must also come to the office and fill out a **Medication Release Form** before medications will be given to any student for any reason. Children will need to come to the office independently for their prescription medication. Once the medication prescription has been dispensed, or the time limit of dispensing has passed, we cannot dispense any further. Any change in medication requires a new medication release form be completed. **VCS does not dispense any over-the-counter non-prescription medication (i.e.: cough drops, Tylenol etc.) without the consent of a parent or guardian.** Parents are encouraged to come to school to administer any prescription or non-prescription medication.

**VCS cannot assume responsibility for administering medication to students.** We will do our best to give medications at the appropriate time. Your child needs to be instructed to come to the school office at those times. Under no circumstances may any student keep medication on his/her person. The only exception to this is for children with prescriptions for epipens or inhalers.

**Please note that if your child is diagnosed with ADD OR ADHD, we will need to have a doctor's referral in order to administer the medication.**

## **Non-Smoking/Positive Language Environment**

Vista Christian School is a smoke free/positive language environment. This includes our campus and all school activities off campus. Students, parents and volunteers are to refrain from smoking or using coarse or vulgar words while on campus or in the presence of students during field trips or other off campus events.

## **Parent/Teacher Conferences**

Evaluation is an ongoing process by teachers at VCS. In line with our philosophy, it is essential for parents to be closely involved with the evaluation process through regular conferences and discussion with your child's teacher as well as your child. We schedule 15 minute Parent/Teacher Conferences twice a year. They will be scheduled after progress reports during the 1<sup>st</sup> and 3<sup>rd</sup> quarters. We strongly recommend both parents attend these conferences. Additional appointments may be made by contacting your child's teacher through the school office. Please come prepared with any questions or concerns you may have.

## **Parent Interaction with Students on VCS Campus**

No parent or other unauthorized person is to speak to or touch students on the playground or campus in an attempt to correct behavior with the exception of their own child. No parent or unauthorized person is to discipline or communicate discipline to any student on the playground unless referring to their own child. All issues of concern in regards to student discipline are to be brought to the attention of the VCS staff. Failure to comply with this mandate may be grounds for the parent to be exempt from coming on campus or chaperoning field trips.

## **Physical Education**

The students are involved in weekly sports with emphasis on motor skills, physical conditioning, group games, and co-ed activities. Shoes for P.E. need to fit properly, be appropriate for running, and be properly laced when in use. Failure to use proper shoes may cause injury to the student and their feet. Failure to follow these rules may result in a phone call, and the student may miss class which may affect their grade. Fifth through eighth grade will be required to change into their PE t-shirt for class.

## **Playground Guidelines**

Playground usage is exclusively for the students of VCS during school operational hours. For safety and liability reasons, non-students, including siblings, may not play on the playground.

### **Goals and Objectives**

The goal and objective of Vista Christian School is to maintain a safe and Christian environment for the students when they are on the playground. The role of EC Leaders is to monitor student

behavior, assist with situations that may arise on the playground, and hold the students accountable to abide by the rules of Vista Christian School.

## **Procedures**

### **Restroom usage**

Each student is to ask an EC Leader for permission to use the bathroom and/or get a drink from the water fountain that is located by the restrooms. Students who need to go to the restroom will be instructed to get a pass before entering the hallway. Each student is responsible for returning their pass to the hallway table. There should be no playing or congregating in the restroom.

### **Playground equipment**

Each student is responsible for returning the playground equipment that he/she uses to its proper location. Each student is expected to handle all playground equipment with care and its proper intent. For example, do not kick a handball, nor purposely hit a handball over buildings, etc.

### **Snack Bar/Lunch Bar**

Snack bar is open for the first 7 minutes of each break. This is to allow students to have enough time to finish their snack before the bell rings. Exceptions will be given to students who come down late from class, but not for those who decide to play and wait later. Lunch bar is open at the beginning of every lunch period.

### **Library Use While on Playground**

Students are to get a library pass from the library door handle, and then ask an EC Leader for permission to go into the library.

## **Playground Rules**

### **Jungle Gym/Play Structure**

- Throwing woodchips is strictly forbidden; woodchips must stay in the woodchip area
- Running on the play structure is not permitted
- Big red poles are not meant for climbing up or sliding down

### **Swings**

- Swing forward and backward on your bottoms with both hands on the chains at all times (no twists, jumping off, swinging side to side, or holding on to the swing next to you).
- You may swing until someone is waiting; then count to 50 (for K – 2<sup>nd</sup> grade) or 100 (for 3<sup>rd</sup> grade and up) and change.
- One student only per swing is allowed.
- There is no running under, behind, or in front of swings.

### **Slides**

- Students are to go down on their bottom, feet first, one at a time.
- Slide all the way down – no stopping part way.
- Do not block slide exit or entrance.
- No sitting on top or on the sides of the slides.
- No jumping off the slide.

### **Playground bars**

- Monkey bars are limited to hand over hand going left to right (starting on the side with the steps and ending at the green step bars).
- If you are waiting in line, please do not stand on the step rails.

- Please show grace to other students who may need more time to get across the bars.
- No chicken fights (i.e. wrapping your legs around another person and pulling him/her off the bars).
- No standing underneath and pulling people off.
- Do not sit on top or hang by your knees except on the one green pole bar.
- No standing on or jumping off any playground bars.

### **Miscellaneous**

- Students are not to climb the fences, banks/hillsides, railings, etc.
- Students are not allowed in the office unless sent by or given permission by a staff member or for business reasons; students must be in possession of a hall pass.
- No playing in trees or planted areas or picking the grass; we want the vegetation to stay green and healthy.
- Students are not allowed to bring any toys to school, including, but not limited to the following: radios, cd players, ipods, trading cards, handheld video, or computer games.
- All eating is confined to the lunch area.
- Students are to report to staff any serious wrong acts committed by another student to ensure the safety and well-being of others.
- Please do not sit/stand on top of tables.
- Do not playact the use of any kind of weapon.

### **Equipment rules**

Handballs and basketballs will be the only playground equipment available for the students during recess. At lunch time, the playground equipment bucket will be available for students to play with jump ropes, soccer balls, etc.

## **Playground Safety**

### **Boundaries/Designated Areas**

- Hillsides, fences/gates, and side lunch table area are off limits.
- Soccer balls and footballs are to be played with on the grass area.
- All playground equipment is to remain outside of the woodchip area.
- Use jump ropes for jumping and jump only on the blacktop area.
- Handballs are not to be bounced in hallways, on buildings or on fences/gates.

### **Injury**

All accidents on the playground should be handled with caution and care. Any student who is injured should be moved from the scene unless no further injuries will occur. Any serious injuries should be reported to the EC Supervisor and the School Office immediately. All injuries should be followed by an "Injury Report" which is to be put the student's teacher box for parental signature and then returned to the EC Supervisor. All head injuries, no matter how minor, will result in a courtesy call home from a VCS staff member.

### **Specific Game Rules (School Rules)**

There are not open windows. "Poison" can only be called to go to the restroom, getting a drink, or talking to an EC Leader about something important.

### **Four Squares**

The Objective

The person who is in square D (lowest square) works their way into square A (highest square) by eliminating players in higher squares.

### Game Play

- Square A is the server position; ball may only bounce once behind the serving line.
- Outs/faults must be taken.
- Better serve can only be requested once if a serve was too high, too low, too fast, or not playable.

### Outs/Faults

- Stepping over the line while serving (this for the start of the game only)
- Hitting a ball out of bounds
- Hitting a line with the ball
- Not returning a hit made to your square
- Using an overhand throw or fist to hit the ball
- Letting the ball bounce more than once in your square

## Handball

### Game Play

- The server starts by bouncing the ball on the ground and hitting it at the wall.
- The ball must bounce back.
- The other player(s) must hit the ball back against the wall.
- The game continues until someone gets out.
- Once someone is out, they must go back to the end of the line, and the next person enters the game.

### Outs/Faults

- Server serving the ball twice incorrectly (the start of the game)
- Missing a hit or catching the ball within the solid lines (K & 1<sup>st</sup> graders are allowed to catch the ball within the solid lines)
- Hitting the ball out of bounds:
  - Over the wall
  - Ball bounces off the pole (right side of the wall) going out of the handball court
  - Hitting the basketball
- Not properly returning the ball (e.g. low riders, back stops, walk ups)
- Body blocks are an out on the person who hit the ball

### Redo

- An object that goes into the court (called a Court Hinder)
- Ball hitting the curb **as it bounces back** or hitting the left side of the wall

## Football

Football is limited to catch and throw only. Students are welcome to bring their own football, but they must be mindful that it's gone if it goes over the fence.

## Games created by students

Students who want to make up their own games must submit game rules to the School Principal for approval.

## Tag

Tag is defined as two or more players attempting to "tag" other players by touching them with their hands. Due to the small size of the playground, a game of tag is limited to 7 players.

Depending on the number of classes out at one time, the number of players can be adjusted accordingly.

### **Dodgeball**

Dodgeball is not allowed at recess. Limited play of the game will only be under supervision during PE or summer day camp.

## **Progress Reports**

Progress reports will go home at mid-quarter to communicate to the parent the strengths and weaknesses in each subject area. This is to give time and attention to the grades that may need to be raised before report cards are finalized.

## **Report Cards**

Report cards are issued at the end of each quarter. Scholastic achievements, work habits, and citizenship will be included in the evaluation. Grades are weighted for the type of work, and the weighting scale is available from the teacher.

## **Retention Policy (K-7<sup>th</sup>)**

In order for a student to be considered for the next grade, a level of proficiency should be attained. Therefore, any student who has an unsatisfactory failing grade ("F") for a semester grade in any two subjects listed below may not be promoted to the next grade level.

### **Two of any of the following major subject areas apply for retention:**

English/Language/Phonics	Bible
Math	Reading
History	Spelling
Science	

Students may not be promoted if they show lack of responsibility in homework, projects, other assignments, or a lack of maturity needed for the next grade level. Possible retention will be discussed at the end of 1st semester, with progress meetings throughout the remaining semester.

## **8<sup>th</sup> Grade Promotion and End-of-the-Year Activities**

In an effort to help middle school students be more successful in middle school, to help them develop and maintain good study habits and focus, and to provide a more structured transition from elementary school to high school, the criteria for promotion and end-of-the-year activities are listed below:

- Pass English and Math each semester
- Pass 6 of 7 classes each semester
- Satisfy school requirements for citizenship, school fines, detentions, lost textbooks, discipline, etc.

In addition, students in grade 8 will be retained if they fail both English and Math in the 2<sup>nd</sup> semester. Students who fail, or are in danger of failing, either English or Math, **must** participate in after-school tutoring as a means of intervention in order to be considered for promotion.

Participation in the end-of-the-year activities (i.e. Graduation ceremony and 8<sup>th</sup> grade Class Trip) is dependant upon meeting all three requirements listed above.

## School Hours

The school hours for elementary students (Kindergarten - 5<sup>th</sup> grade) are **8:20am – 3:00pm**. School hours for middle school students (6<sup>th</sup> grade – 8<sup>th</sup> grade) are **8:15am – 3:05pm**. Students who arrive before 8am or who remain on campus after 3:15pm will be signed into EC. See the current financial information sheet for EC fees.

For the security of our campus, VCS will 'lock down' at **8:25am**. Anyone arriving after 8:25am must enter through the church office. Under no circumstances will a student be permitted to wait alone out in front for a parent. You must pick up your child from the EC area or the school office. Students may never be on school grounds prior to 7am.

## School Uniform Policy

Unless otherwise directed, during school hours all students are required to wear approved VCS uniform attire.

Daily wear Monday – Thursday will be the authorized school uniforms.

**Boys-** Uniform polo button type shirts (with the school logo) are to be worn daily. No more than one button can be undone during the day. Students should be able to raise both arms above their head without any skin showing. The approved shirt color for uniform button shirts is solid navy blue or solid white.

Pants- Solid Blue (purchased from any of the local store uniform lines) and *Docker* or *Dickie* style pants. Cargo pants with only one pocket on each leg may also be worn. Shorts are allowed if worn with the same guidelines. Pants and shorts must remain in good repair, not torn, or frayed.

**\*\*\*ALL OUTERWEAR (SWEATSHIRTS, SWEATERS, JACKETS, ETC.) WORN MONDAY – THURSDAY MUST BE SOLID NAVY BLUE, WHITE, OR THOSE PURCHASED FROM OUR UNIFORM COMPANY!\*\*\***

Hair: Hair should be **clean and neat, combed at all times**. Boys' hair should be **no longer than collar length**. Hair **must remain out of eyes and not beyond the height of the eyebrow**. There is to be no unnatural hair coloring (i.e. blue, green, orange, etc.) and extreme spikes (over one inch) are not permitted. Hats may only be worn outside; if worn inside, the right to wear hats will be withdrawn from the student (this includes hoods, also). Earrings or other adornments are not permitted while on campus.

Socks must be worn on all days.

**Girls-** Button uniform polo shirts **with school logo** are to be worn daily. White Peter Pan style shirts may be worn under jumpers. No more than one button may be undone during the day, and coverage of the stomach and lower back is necessary at all times. Students should be able to raise both arms above their head without any skin showing. Shirts must remain buttoned even when additional shirts are worn underneath. Uniform polo shirt colors are solid navy blue or solid white.

Pants/ Skirts- Solid Blue (purchased from any of the local store uniform lines) and *Docker* or *Dickie* style pants, shorts, skirts, skorts, or jumpers are acceptable. All clothing must remain in good repair, not torn or frayed. **No additional fringe or embellishment will be allowed on the uniform.**

Socks must be worn on all days.

**\*\*\*ALL OUTERWEAR (SWEATSHIRTS, SWEATERS, JACKETS, ETC.) WORN MONDAY – THURSDAY MUST BE SOLID NAVY BLUE, WHITE, OR THOSE**

## ***PURCHASED FROM OUR UNIFORM COMPANY!\*\*\****

Please keep in mind that children grow, and as they do, the length of the pants, skirts, shorts and clothing must be addressed as necessary.

### **\*\*\*EXCEPTIONS TO THE UNIFORM RULE FOR BOYS AND GIRLS:**

1. T-shirt Tuesday – **School field trip T-shirts** with jeans or jean shorts/uniform pants or shorts
2. Free Dress Fridays

The attire for field trips (for boys and girls) will be the Blue T-shirt and uniform pants, or uniform shorts, or jeans. No exceptions will be given!

**All garments – on all days, including Free Dress Friday** - must be clean, neat, presentable, and **fit appropriately**. They should not be oversized, frayed, torn, tight, or baggy, or altered in any way to change the style. Pants, shorts and skirts are to be well-hemmed. Long pants are not to be worn underneath skirts. **Shorts and skorts must be mid-thigh or longer. Skirts must remain no shorter than 4 inches above the knee.**

Approved tops may be worn either tucked in or, when worn outside, must cover the stomach and lower back at all times. Sleeves, straps, and bands of undergarments must be concealed under the approved clothing.

The color of shirts worn under the uniform Polo and Oxford shirts may only be the color of uniform tops or white, no patterned or logo shirts.

Shoes should be comfortable tennis, walking, or dress shoes. Dress sandals are permitted as long as there is a strap on the heel (no open toes). Shoes must be in proper repair, free from holes, rips, and other damage to ensure proper support of the feet. Proper shoes must be worn for P.E.

**Not permitted:** shower shoes and flip-flops; words on shirts that are negative, disruptive, or promote poor behavior in children. This includes, but is not limited to, advertisement for alcohol and television shows which promote disrespectful attitudes.

Accessories:

- Belts: black, brown, khaki or white
- Jewelry: modest; items must not pose a safety risk or interfere with participation in school activities.
- Piercing (girls only): only stud earrings are allowed, and for your child's safety, earrings that can get snagged or caught by pencils, etc. will not be allowed.
- Hats: no hats, caps, hoods, bandanas, or beanies may be worn inside the building.
- Visible tattoos, temporary or permanent are not allowed.
- Any questionable or extreme styles are subject to administrative discretion.
- We highly discourage the wearing of rings and watches as they can be dangerous on some play equipment.

Not permitted: Chains, spikes on any uniforms or any accessories, gang-related apparel and/or accessories

Dress code will be checked each day at the beginning of the day.

### **Consequences for non-compliance with Dress Code Policy:**

- |                  |   |
|------------------|---|
| 1st infraction = | Parent Communication  |
| 2nd infraction = | Parent Communication and a \$5.00 fine assessed on your account |

Additional infractions= Meet with Principal and a \$5.00 fine assessed on your account for each subsequent non-compliance

VCS reserves the right to identify and eliminate from campus those fads and styles which might disrupt the tranquility and culture of the school environment.

## Specific School Rules

- Electronic devices (other than calculators used for class) may not be used on campus during school hours and will be confiscated. These devices include but are not limited to: radios, boom boxes, CD/DVD players, walkmans, video games, ipods, mp3 players, other digital media such as, the camera or video camera on cell phones, as well as laser lights. Confiscated items will only be released to the student's parents.
- Cell phones cannot be visible and must be turned off during school hours. Cell phone use to call parents after school may be permitted after seeking permission from an authorized school campus supervisor. Violations will result in confiscation. Confiscated items will only be released to the student's parents.
- Skateboards, roller skates, roller blades, heeie-style shoes, and bicycles may not be used on VCS school property. There is no storage for these items, and we will not be liable for lost, stolen, or broken items while on campus. All bikes and skateboards must be walked while on campus.
- Food and drinks must be discarded before leaving the lunch or break area. No food, drinks, or candies are allowed in classrooms. Violation of this rule will result in the assignment of lunch duty or detention.
- Gum chewing by students is not allowed on campus.
- **No toys** may be brought to school except under direct instruction from a teacher.
- Students may not be in any room on campus without adult supervision. Non-compliance in this important matter will result in a Behavior Referral.
- There should be no playing or congregating in the restroom.
- No standing on or jumping off any of the playground bars, slides, swings, etc.
- **Teachers, staff, and fellow students will be treated with respect.**
- **Your hands are not to touch another person's body or belongings** without the express permission of the other person, and the reason must be compatible to the overall goals and vision of VCS. This does not include contact in PE under the supervision of the PE instructor.
- We reserve the right to search any backpack or desk for items not allowed at school or if there is reasonable cause to search the backpack or desk.
- **The school is not responsible for lost or stolen items.** Students are strongly encouraged not to leave personal items unattended.
- **Closed Campus:** It is understood that no student is to leave the Vista Christian School campus during school hours for any reason without Administrative approval. A dated note, with the parent's signature, must be submitted to the office to release a student from the campus for necessary appointments. Faculty and staff members may take students off campus with parental permission.
- **Campus Visitors:** In order to maintain security and ensure a peaceful learning environment, campus visitation is limited to the following:
  1. Pre-arranged volunteer help
  2. Lunch time with your child
  3. Pre-arranged appointments or tours with parents or prospective parents/students
  4. All visitors must stop in the church office first for a visitor's pass, and then proceed to the school office to sign-in

# Summer School or Day Camp

The general behavioral guidelines of the handbook are applicable to the Summer Programs associated with VCS.

## Volunteers

It is the goal of VCS that parents be greatly involved with their child's education and spiritual development. To better fulfill this goal, we see a strong need for parental participation in their student's classroom. Parents will be given the opportunity to sign up to assist in their child's classroom as well as other campus activities. In some circumstances, the child's classroom is not the best place for the parent to help. In this case, and at the discretion of the school administration, the parent may be directed to aid in a classroom that is not their child's.

The purpose for this participation is to increase parental awareness and involvement. An added benefit is smaller adult/student ratio in the classroom, which enriches each child's education. For those parents who desire to volunteer more than one hour per week, a special orientation may be required. All volunteers will need to fill out a volunteer form.

**To maintain school security, each visitor or volunteer must check in at the church office to obtain a visitor tag before entering the school, and then proceed to the school office to sign in. No visitors to campus may go directly to the classrooms or playground without stopping in the school office first.**

## Withdrawal Procedure

### Parent Responsibilities

- Notify accounting two weeks prior to student's last date of attendance (refer to accounting contract)
- Notify school registrar (form available in school office)
- Pay any outstanding fees
- Understand that any outstanding fees or materials will be posted on the outgoing statement if not reconciled within 72 hours of student's last day of attendance; no refund of enrollment or book fees will be given
- Allow 72 hours to complete any processing

### Student Responsibilities

- Clean out locker or desk
- Return all school property, textbooks and pay outstanding fees

