

# YGNACIO VALLEY CHRISTIAN SCHOOL

## PARENT + STUDENT HANDBOOK 2019-2020



## From the Principal...

On behalf of the Ygnacio Valley Christian School faculty and staff, welcome to our campus and the 2019-2020 school year! Whether new to the YVCS community or a returning family, we look forward to building a partnership between you and the school which will last for many years. We are committed to making your student's years in school filled with positive and enriching experiences. Our staff is excited about working with your student and being, like you, an important advocate for your student and his/her learning. We seek to make our school a Christ-centered, loving, supporting and joyful place for all our students and their families.

Please use this handbook throughout the school year as a reference. It should provide the answers to most questions, but feel free to contact us via email or phone or simply stop by the school office should you need more information. If you feel that there is information that needs to be included in this handbook, please let me know. This is a living document and serves as a guide for us as we set the course for the future of our school.

We believe that your student's success in school is dependent upon good communication between school and home. We encourage your participation and invite you to express your suggestions or concerns.

We are praying for your student's continued growth and success and for you as we partner in this journey together in "becoming followers of Christ, serving God in their homes, church and community."

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Principal + Preschool Teacher

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## I. PURPOSE, VALUES & VISION

### PURPOSE

We are a Christian school dedicated to providing a biblically centered education in collaboration with Christian families to equip students to become followers of Jesus Christ, serving God in their homes, church and community.

### VALUES

#### **Faith**

Our school is non-denominational. We believe in Jesus as the world's only redeemer and the Bible as God's inerrant word. We believe that Godly character is an outflowing of the redeemed heart and not the basis of salvation. Instruction from God's Word and dependence on the Holy Spirit is the foundation of everything we do.

#### **Family**

The Bible establishes the family as God's primary educators of children. We provide an environment that will serve Christian families by collaborating with parents to educate and disciple their children.

#### **Excellence**

Our staff pursues excellence in all we do. We expect students to do their best within their capabilities.

#### **Servant Leadership**

Each student is encouraged to discover God's design and purpose for his or her life and learn to lead through serving others, influencing the world for His glory.

### ORGANIZATIONAL VISION

- **Excellence in Education:** Maintain and hire unique, exemplary faculty and staff who are skilled in education and will contribute toward all students exceeding grade level expectations academically while demonstrating spiritual and social wisdom, admirable life choices and personal leadership.
- **Expanded Enrollment:** So that our ministry is reaching more of the Christian families that God has called us to support in order that we can invest in improving every area of our school and thus better accomplishing our God-given purpose.
- **Distinctly Christian Community Culture:** Where all families are involved in the in the school according to their gifting, the families are served by the school while serving each other well & are so blessed that they cannot help but share our school with others.
- **Fiscal Stability/Growth:** Moving beyond a stable skeleton budget and into intentionally managed/invested excess geared toward improving the health and capability of our school while positioning us for future growth.

## STATEMENT OF FAITH

1. WE BELIEVE the Bible to be the full, infallible, verbally inspired, inerrant Word of God and the Scriptures in their original writings are wholly true in everything they teach, whether that teaching has to do with doctrine, history, science, geography or other disciplines of knowledge. Accordingly, we teach the creation account in the book of Genesis to be literally true (six, twenty-four hour days). The creation account in Genesis shall constitute the basis for the school's teaching on the origin of all creation and man in particular. (II Tim. 3:16, II Pet. 1:19-21)
2. WE BELIEVE that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Ex. 20:2-3, Matt. 28:19)
3. 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 salvation through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father. (Heb. 1:2, Matt. 1:21-23, Col. 3:1) We believe in the second coming of Christ; (Matt. 24:30, Acts 1:11, Tit. 2:11-13, Rev. 1:7)
4. WE BELIEVE that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. This life is received by faith alone in the truth revealed in the Bible. (John 3:5, Eph. 2:8-9)
5. WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Rom. 8:14-27)
6. 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. (John 5:28, 1 Cor. 15:52-53, Rev. 20:12-15)
7. WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ. (1 Cor. 12:13)

## II. ADMISSIONS

### Admissions

We accept students from Christian families and expect each student to live a life that reflects the Biblical teaching and principles, and appropriate personal and family relationships, conduct, and moral behavior. Personnel, students and parents will maintain a lifestyle based on the Biblical standards of conduct.

To be accepted as a student, and to remain in the school, the following criteria must be met:

- Parents of the student must support the goals of Christian education and the standards of the school.

- Students must have sufficient physical, mental ability and emotional maturity to function well in a classroom setting. Students must show reasonable growth in academic achievement.
- The student must practice good behavior, have a wholesome attitude and cooperate with the school staff.

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

### **Tuition and Registration Fees**

Tuition is paid either in full before the school year begins or by monthly payments using the online tuition fee program, which is highly encouraged for all parents paying monthly.

Around 95% of YVCS families pay electronically via autopay monthly payment plans on FACTS and the number continues to grow. If you are not familiar with how to do this, please acquaint yourself with the convenience of your FACTS account online.

All families have the opportunity to select a FACTS monthly payment plan that suits their financial situation via the RenWeb Enrollment Packet. Your FACTS payment plan agreement is then “finalized” by our Admissions Office and includes any other school fees such as Before & After School Care, Band, depending on your student’s enrollment. YVCS will add any and all fees to your FACTS account unless asked to do otherwise. This helps every family keep track of all fees owed and paid.

If you prefer to pay fees so that your monthly payment amount is unaffected, you may do so by paying for any additional fees online via your FACTS account.

This is the link to log into your FACTS account:

<https://online.factsmgt.com>

If you have any questions related to your FACTS account, please contact [bookkeeper@yvcpschool.org](mailto:bookkeeper@yvcpschool.org)

Registration and consumables fees are not refundable.

### III. PROCEDURES AND GENERAL RULES

#### **Attendance**

Students are to arrive at school no earlier than 8:20 a.m. All students arriving before 8:20 **must be signed into extended care by a parent**. Students are to be in class and ready for work by the 8:30 bell.

**Students arriving after 8:35 a.m. will sign in at the office**, will be marked tardy and secure a pass before going into class. Students who leave during the school day need to be signed out in the office by the parent and then signed in by the parent if returning before the school day is out.

Regular attendance and classroom participation are essential to the education process. The classroom teacher will handle make-up work and tests during absences according to established procedures.

#### **Tardy**

A tardy occurs any time a student misses or disrupts instructional time, after 8:35 a.m.

#### **Absence**

If a student is absent, call or email the school office at [admin@yvcschool.org](mailto:admin@yvcschool.org) by 8:30 a.m. If calling outside of school hours, leave the student's name, reason & date of absence. **You may request your student's make-up work directly from their teacher via email**. It will be ready for pick up in the office the following school day.

#### **Excused Absence**

Illness, Bereavement and Medical/Dental appointments are considered "Excused". Medical and Dental appointments should be made after school, if possible. If this is not possible, the last part of the day is best.

#### **Unexcused Absence**

Vacations during the school year are strongly discouraged and will be marked as an "unexcused absence".

#### **Excessive Absence**

Absences of 21 days in a quarter period will be addressed by the Administration.

#### **Automobiles/Parking Lot**

Curbside drop off along Alberta Way and pickup are strongly discouraged due to the safety of the student. Please drop off and pick up students in the REAR parking lot.

Parking Lot: Enter and drive slowly. Beware when picking up your student after school, please pay attention to the crossing guard in the right hand lane as you pull all the way forward, along the traffic cones. This area is a loading zone only. If your student is not loading, the left hand lane is designed as a drive through lane.

## **Bicycles**

Bicycles are to be parked in the bike rack located in the parking lot. Bikes are to be walked in and out of the parking lot area and must be kept locked during the day. No skateboards, roller blades, razors, wheeled shoes or hoverboards are to be used on the school grounds. Helmets are required by California State Law.

## **Birthdays**

You may request permission from your child's teacher to celebrate a birthday at school. Teachers are generally open to setting aside a reasonable amount of class time to celebrate a student's birthday. With the teacher's permission you may provide treats for the students. We ask that class time not be used to replace a "Home Birthday Party." If the teacher approves a public acknowledgement of a birthday in class, there will be enough time for students to share a piece of cake or other treat and a drink. Please remember that class time is precious and needed to accomplish our school's academic goals.

## **Building Location and Hours**

We are located at: 1092 Alberta Way., Concord, CA 94521. Our office is open between the hours of 8:20 to 3:00pm. Just as the servants of Matthew 25:14-30 were entrusted with talents, Holy Cross Lutheran Church (HCLC) has been entrusted with the property that the church is located on. They have graciously allowed us to use their property. We ask that parents and students alike respect the property and staff of HCLC, including their visitors and members.

## **Computers**

We equip our classrooms with computer systems and maintain a set of instructional computers for use by classes whose curriculum is enhanced and supported by use of computer equipment. Use of this equipment is a privilege that carries with it specific responsibilities. All parents are asked to read and sign the Computer Use Policy & Agreement during the online enrollment. We have included it for your reference: YVCS equips its classrooms with computer systems and maintains an Instructional Computer Lab for use by classes whose curriculum is enhanced and supported by use of computer equipment. This equipment is connected together in a network and linked to the outside Internet. Use of this equipment is a privilege that carries with its specific responsibilities. Our servers log activity students are using the computer or network. These logs are monitored for compliance with this policy. You agree to this monitoring as a condition of use of the computers. Passwords should not be shared. The student accepts ALL responsibility for misuse of their ID.

In order to ensure that all students have the benefit of these facilities and to ensure that illegal and/or inappropriate use of school equipment does not take place, the following agreement is required from all students and parents before access to computer equipment is granted to a student.

Violation of this policy may result in:

1. Revocation of the student's access to school computers and networks
2. Cost of repair and restoration of any damage or configuration changes by the student being charged to the family
3. Appropriate disciplinary action including the possibility of suspension or expulsion

Under the terms of this policy, the student (and parents) **agree** to the following:

- Only hardware or software approved by the school Administration is to be installed in or on school computer servers.
- Configuration of computers is managed by the staff and is never to be modified by a student except as expressly instructed by a teacher
- Restoring the configuration will result in a charge to the family equal to the cost of hiring outside technical support to return the configuration to its standard settings.

Access to certain websites whose content is not consistent with the development of Christian character or is not part of assigned course work is forbidden, these include but are not limited to:

1. Gambling
2. Pornography
3. Games (either network or individual, unless assigned by a teacher)
4. Shopping (unless assigned by a teacher)

Sending and receiving e-mail for personal reasons not related to enrolled course work is prohibited.

Sending of messages having any of the following content is forbidden, except to report sites to the System Administrator for Inclusion in the "Block" lists"

- Solicitations
- Links to gambling, game, or pornographic web sites
- Suggestions that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, offensive language

The equipment will be treated with care.

- The student will be held responsible for damage caused by misuse or misbehavior.
- Transmission of any material in violation of any U.S. or state regulation is not permitted. This includes, but is not limited to:
  - Copyright material
  - Threats

- Harassment or obscene material
- Material protected by trade secret
- Use for commercial activities is not acceptable
- Use for product advertisement or political lobbying is also prohibited

### Extended Care

Extended Care will be provided from 7:00-8:20 a.m. and 3:15-6:00 p.m. Schedules of fees may be obtained through the office. Children arriving without a parent before 8:20 a.m. must report to extended care for safety reasons.

**LATE PICK-UP FEES**-after 6:00 p.m. late fees consisting of \$20.00 for every 15 minutes after closing will be billed to the student's account. Habitual lateness after 6:00 pm will result in being dropped from the Extended Care Program. Extended Care is available on regularly scheduled school days and some half days (please see school calendar).

During the morning hours children can bring their breakfast to eat, play board games or fellowship with each other as they wait for the campus to open at 8:20 am. Please pack extra snacks for the after school extended care.

After school, students are allowed time to play outside (weather permitting) and then come indoors to work on homework, play board games, etc.

### Discipline

Each teacher has established classroom rules and responsibilities that enable them to maintain an atmosphere where learning can take place. Students are informed of the classroom rules and the associated rewards or consequences. All disciplinary action will be tracked via RenWeb where parents or guardians can view and follow-up with students. When necessary, a teacher may contact the Principal to assist in resolving a conflict. The measures used in discipline situations vary with the nature of the circumstance. The process of discipline will involve prayer, explanation, counsel and consequences up to suspension or expulsion. In the more serious cases there is documentation and communication with the parents/guardians. Constructive change is expected when a child is corrected.

Classroom disciplinary offenses may include but are not limited to the following:

- Disrespect
- Insolence
- Talking out without recognition when the teacher is talking
- Interrupting a class discussion
- Talking during study time
- Writing and passing notes
- Throwing objects in the classroom
- Playing with irrelevant objects

- Doing homework for another class
- Being unprepared for work
- Gum chewing
- Horseplay
- Meddling with other people's property without permission
- Whistling/noise-making during class

### **Electronic Devices or Toys**

Electronic devices or toys are not allowed on the school campus, however, cell phones may be brought to school but must remain turned off and in the student's backpack during the school day. Cell phone calls must be made in the office or with a teacher's supervision. If students are using cell phones during instructional time, it will be confiscated and given to the Principal. It will be returned to the student or parent at the discretion of the Principal.

### **Emergency Drills/Preparedness**

We have developed an emergency preparedness plan in the event of a crisis or disaster. This includes fire, earthquake, chemical spill or intruder. The school realizes that a severe disaster could possibly present a time of crisis for each student and family. The entire school staff is apprised of the steps to be taken in the event of such a disaster and will provide for all students to be retained at the school and cared for until dismissed into the care of a parent or responsible adult on the student's emergency form. Shelter-In-Place, earthquake, fire drills, and intruder alerts are practiced on a regular basis. It is the responsibility of the parent or guardian to supply and maintain the school with current emergency contact information.

### **Field Trips**

Field trips are scheduled throughout the year as an adjunct experience to the materials studied in class. All drivers must present their current driver's license and car insurance policy listing the coverage to be kept on file in the school office. Please update this information in advance. All volunteers will be given instructions on how to properly supervise the children in their care during a field trip.

### **Holiday Observations**

Because we are a Christian school dedicated to providing a biblically centered education, the holidays that we choose to celebrate will reflect that value.

Ygnacio Valley Christian School does not celebrate Halloween or allow Halloween-themed school parties, related attire or accessories to be worn on school grounds. Classes CAN participate in Harvest Parties, as we use this opportunity to teach about God and his bountiful care for us throughout the year.

At Christmas we acknowledge and celebrate the birth of our Lord Jesus Christ. We do not allow any attire or any accessories representing Santa Claus.

At Easter, Ygnacio Valley Christian School will only acknowledge the death and resurrection of our Lord Jesus Christ. We will not allow any attire or any type of accessories representing the Easter Bunny.

### **Spirit Week**

Please note that the students will be able to dress up for fun during our themed Spirit Week. The choice of outfits should be school dress code appropriate, no weapons and offensive attire will be allowed on school campus. Makeup maybe worn, however we ask that it stays classy and moderate.

### **Homework**

Homework is given in accordance with the increasing capabilities of students. In addition to assigned homework, there is also unfinished classwork that is taken home and studied for tests. Although “about 10 minutes times the grade level” may be a rough estimation of the time to be spent, the actual workload will vary widely according to the grade, teacher and individual student’s speed and ability.

### **Lunch**

Parents are expected to pack a healthy, nutritious lunch for their child. **Acceptable beverages at school are water or juice, no sodas.** Please do not bring drinks in glass bottles. Students are expected to eat their lunch and to take any uneaten portion home. **Please pack a plastic spoon or fork if needed.** Microwaves and refrigerators are NOT available for student use in the office. Once students have been excused for lunch they may not go back into the classroom without supervision. Please label all lunch boxes and belongings. We request that students do not share food from home as a safeguard for those with food allergies.

### **Allergies**

During the online enrollment process, parents are asked for allergy information. If you did not fill out this section it is your responsibility to notify the school office so that we can properly care for your student.

### **Illness**

Do not send your sick student to school. Students must stay home from school until **all signs of illness are completely gone for 24 hours** including, but not limited to, fever, vomiting, diarrhea or a persistent hacking cough. If your student vomits or has a fever at or above 100.4 degrees we will call you to pick them up immediately.

Students with any kind of childhood communicable disease such as but not limited to: chickenpox, influenza, mumps, fifth disease, whooping cough, etc. must be cleared by a medical doctor before returning to school. Please include any limitations of activities or special considerations for your student.

### Doctor's Excuse for an Injury

**Any injury that prohibits a student from functioning normally in the school setting must be medically addressed.**

Your student will need a doctor's excuse to come back to school if he/she had been injured in gym/sports/car accident, school accident, etc that required him/her to be seen by a doctor.

- If your student has an injured ankle and cannot walk, injured shoulder and cannot move it, etc. they must be seen by their doctor to rule out a fracture or injury that could be aggravated in school.
- If they hit their head and are having headaches, or dizzy spells, they should be seen to rule out a concussion, etc.
- If your student is assigned crutches or a wheelchair, they must have a note from the doctor stating it is okay to be in school with them.
- **Students on crutches are not allowed to use stairs.** A note from their doctor stating they can use the stairs is required to clear them for stair use. Each of our buildings is outfitted with ramps that the student must use.
- If your student reports to the office and appears injured, you will be asked to pick them up, and have them evaluated by your family physician. A note from the physician will be required in order for your child to return to school.
- For all injuries a medical note is required to excuse your student from P.E. A note from the same physician is required to return your student to P.E. or activities.

### Library

All students visit the library weekly and may check out books for home or school use. The library has a wide variety of books including reference, fiction, non-fiction, crafts, holidays, beginning readers, etc. All books have been carefully selected. Mistreatment of library books may result in a charge to the family's account.

### Lost and Found

**To minimize the items in Lost and Found, please label all of your student's belongings.** Items found throughout the day are placed in a cart by the Library. Students are encouraged to take their items home. Twice a year all unclaimed items will be donated to charity.

### Medications

Students are not allowed to medicate themselves, nor are they allowed to keep medications with them. If your student needs to take prescribed or over-the-counter medications, for any reason, he or she must have a "Release for the Administration of Student Medication" form filled out by the physician or the parent available in the school office. Inhalers are included in this medication policy.

At the discretion of the administration, a designated employee may administer over-the-counter/non-prescription medications for a limited period of time. These medications must be delivered to the office in the original containers marked with the student's full name. Students are not allowed to have over-the-counter/non-prescription medication including cough drops in their possession during the school day.

### **Science Camp**

Each fall the middle school students attend a compulsory science camp. The camp stresses daily Bible study, team-building, and leadership skills, while enhancing our science curriculum. Cost for students is included in tuition. Announcements regarding dates and costs for chaperones will be sent home as soon as they are available. Any family who does not want their student to attend are asked to place a formal request in writing to the Principal.

### **Visitors/Volunteers**

All visitors on campus must register in the school office and receive a visitor pass. This includes room parents, other classroom volunteers, and alumni. Parents are welcome to visit in their student's class when prior arrangements have been made with the teacher. Contact the classroom teacher to set a time. Students from other schools are not allowed to visit in our classrooms unless the teacher of the classroom they are visiting has approved in advance.

## **IV. ART ACADEMY**

We encourage all students to participate in Art Academy. The following programs comprise our Art Academy:

### **Choir**

We believe that choir builds community within our school as the students learn to worship together. All Kindergarten-5 th grade students participate in the Choir program. Our future goal is to offer the Choir elective to our Servant Leadership Academy Students (6th-8th grade).

### **Band**

**Participation in band increases learning pathways. There is a fee associated with participation in band. Please refer to the current Tuition and Fee sheet.**

Our band program begins in the third grade where students learn to play the recorder and read music. Students in 4 th -8 th grades are strongly encouraged to participate in the band program as an elective. We currently offer three levels: beginner, intermediate, and advanced.

## **Concerts**

All students participating in choir or band are required to attend performances. Programs and concerts are included as part of the curriculum. Students develop confidence, responsibility and accountability through participation. Absence from programs will impact the quarter grades. Absences can only be cleared by the choir or band director prior to the performance.

## **Digital Art**

Digital Art is an elective for our Servant Leadership Academy (6th-8th grade) students will explore the basics of HTML, CSS, and Java animation and design, as well as develop typing skills for accuracy, speed and learn more about the parts that make a computer work. Students will use a desktop or laptop to create web pages, cartoons, and pages of code.

## **Art Exploration**

Kindergarten-5th grade students will work with various forms of art with the goal of exploration and experimentation with their classroom teacher. Art is an elective for our Servant Leadership Academy (6th-8th grade). Students will work with various forms of art and explore different mediums in this class throughout the year.

# **V. SPIRITUAL LIFE**

## **Chapel**

Families are encouraged to join us for Chapel each Friday at 8:30 a.m. Chapel is the highlight of our school week. Each Friday morning we gather as a community to sing praises, worship and contemplate a message from the Word of God. Pledge to the American flag is followed by singing of praises led by our Servant Leadership Academy students (6th-8th grade). Chapel lessons are commonly skits or object lessons, led by the classroom teachers and their students, that help our community learn and apply the Word of God to their lives. We encourage all families to join us.

## **Spiritual Emphasis Week**

Spiritual Emphasis Week is a Christ-centered, intentional, and purposeful opportunity for students' minds to be enriched by God's Word, for their hearts to grow in love for Jesus, and for them to put their faith into action.

At YVCS we focus our entire campus on strategic scriptures for each classroom teacher to share with their students so that we are united for this week on each day's theme.

# **VI. YVCS COMMUNITY BEHAVIOR**

## **Expectations/Responsibilities**

As members of the YVCS community everyone is responsible at all times to conduct themselves in a manner that honors the Lord Jesus Christ, themselves, their family and the school.

## **Rules of Conduct**

The following rules are to promote an atmosphere of respect for others and an orderly, clean and safe school environment both in the classroom, Chapel and on the playground.

1. Students are expected to behave courteously and safely at all times. Polite and respectful language is to be used, avoiding disrespectful, profane and abusive remarks.
2. Physical contact is to be used only in the context of games or Physical Education activities. Students may not throw objects or use physical force against others.
3. Students are to walk on concrete walkways at all times.
4. Chewing gum is not allowed on the school campus, or any school-sponsored activity including field trips.
5. No personal sports equipment, balls, toys or games should be brought to school except as authorized in advance by the teacher.
6. During the school day, passes are required for a student to come to the office. These may be obtained from a teacher or yard supervisor.
7. The use of personal email and social media are not allowed on school computers

## **Conflict Resolution Policy**

### **Concerns of Parents**

WE PRACTICE THE MATTHEW 18 PRINCIPLE AT OUR SCHOOL! Refer to Matthew 18:15-16 for further reference. Parents having questions or concerns relating to staff, other students or parents may discuss issues with the Ygnacio Valley Christian School staff member involved and not bring grievances to other parents, faculty or students. Issues remaining unresolved, should then be discussed with the principal who will schedule a conference with all three, parent, staff and principal. Issues unresolved at this level, may be brought to the attention of the Chairman of the School Board by email: [chairman@yvcschool.org](mailto:chairman@yvcschool.org).

### **Concerns of Students**

In case of disagreements or interpersonal difficulties, we encourage students to follow the biblical outline given in Matthew 18:15. A student should go to the other person or student involved first and try to resolve the conflict respectfully and privately. If that is unsuccessful, they are to seek a teacher's help and mediation. Tattling and gossiping (talking to others not involved in the conflict) are inappropriate.

The school believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree.

With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict we will apply conflict resolution education and problem solving techniques. This is an important step in promoting respect and love, developing new ways of communicating and understanding within our school community and helps ensure a safe and healthy learning environment.

We have adopted a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

### **Student Code of Conduct**

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to physical force.
- Students can rely on yard supervisors, teachers or the Principal, who are trained in conflict resolution strategies to intervene in any dispute likely to result in physical force.
- Students needing help in resolving a disagreement, or students observing conflict may contact a teacher or the Principal.
- Students involved in a dispute will be referred to a conflict resolution session with the Principal. Discussions will be kept confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent physical force, ensure campus safety, maintain order and discipline students.
- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If a student or their parent/guardian feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian should contact the Principal. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

### **Bullying Policy**

The school will not tolerate behavior that infringes upon the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The school expects students and staff to report incidents of bullying to the Principal. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated.

This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on our school campus, the school will provide staff development training in bullying prevention and cultivate respect in all students and staff to build the school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

### **Playground Rules**

During recess students must stay on the playground and other areas as designated by the Yard Supervisor. As a safety precaution, students must request permission to use the restroom from the Yard Supervisor.

**Slides:** slide direction is down only, only one person on a slide at a time. Climbing up the slides or blocking the slide at the bottom or top is prohibited. Do not put objects on or slide them down the slide.

**Swings:** One person per swing. Swing only back and forth. Take turns. Count to 100 out loud to get a turn. Twisting the chains and tricks (flipping over, jumping off, etc.) is prohibited.

**Balls:** When throwing balls, please aim below the waist. Kicking balls against walls, buildings, on rooftops, walkways or on tan bark area (playground) is prohibited.

**Contact Games:** Keep physical contact in the context of supervised Physical Education activities or tag games only. Tag is a simple touch game, no pushing others to the ground, shoving, headlocks or table-topping. For football or soccer there is no wrestling, sitting on others, tackling, pushing, pulling, tripping, etc. Play on the field only.

**Jump Ropes:** Jump ropes are to be used for jumping only. No tug-o-war, tying others up, etc. are STRICTLY prohibited.

**General:** Throwing objects or littering is prohibited. Students may not leave the playground unless using the restroom or water fountain with the permission of the Yard Supervisor. No water play. Only approved play equipment may be used in the playground. The Yard Supervisor is always the final word on any playground procedure or behavior.

**Play equipment is to be returned to the cart it came from at the end of recess.**

## **DRESS CODE**

### **Statement of Purpose**

YVCS desires to create an educational atmosphere that maximizes learning. Modesty, moderation, neatness, cleanliness and gender distinction are the overriding principles of the YVCS dress code policy in harmony with Purpose, Value and Vision. Students are always required to abide by the dress code policy. The students' dress should reflect pride in their school and respect for themselves. Enforcement of the dress code policy, like all other discipline matters, is based on cooperation among students, parents and the school. The school, however, is the final authority on the dress code policy and other discipline issues. If, in the opinion of the school, a student's dress is inappropriate, a parent may be called and required to bring a new, acceptable change of clothes to the school. It is a violation of the dress code policy to show underwear, midriff, lower back or cleavage at any time (including when leaning over or raising the arms). Clothing that is tight, baggy, dirty or sloppy is not allowed. Items that are torn or cut in any way are prohibited. Appropriateness of overall appearance will be left to the discretion of the administration

**The dress code applies to all evening programs for both boys and girls as well as all field trips unless otherwise indicated by the teacher.**

### **Physical Education Uniform**

All students are required to participate in our physical education program.

Grades Kindergarten-5th will participate in the clothes that are worn to school.

Servant Leadership Academy (grades 6th-8th) are required to purchase a P.E. shirt and shorts. Students are required to wear a red, loose fitting, cotton t-shirt and long black shorts (basketball style) which are appropriate for P.E. Leggings, short shorts, and spandex are not acceptable.

### **Elementary School Dress Code (Kindergarten-5th)**

Clothing should be comfortable, modest and appropriate. Clothing with graphics, slogans and advertisements that conflict with Christian values are not permitted. Bare shoulders are not permitted, including spaghetti straps and off shoulder shirts. Knee length shorts and skirts are appropriate. Girls are to wear knee length shorts or leggings under their skirts or dresses for modesty. Footwear must be sturdy and closed-toe for playground safety such as tennis shoes. Heels, flip flops, open toe and loose shoes are not appropriate.

### **Servant Leadership Academy (6th-8th)**

**Boys Shirts:** Tank tops, sleeveless shirts and shirts with graphics, slogans and advertisements that conflict with Christian values are not permitted. Oversized shirts are not acceptable in the classroom-a shirt may extend no longer than hip.

**Boys Pants:** The waistband must be worn at the waist or at the top of the hips-not the hip joint. No sagging or dragging pants. Visible underwear or under shorts are never permissible. Sweatpants are permitted if they are loose fitting (i.e. traditional athletic sweat pants and soccer/Adidas-style only). Form fitting sweatpants or pajama pants are not permitted. Shorts: Appropriate length for shorts is knee length.

### **Servant Leadership Academy (6th-8th)**

**Girls Shirts:** Bare shoulders are not permitted, including spaghetti straps and off shoulder shirts or tank tops. Tops with revealing necklines or that do not completely cover the midriff in any posture, are tight or form fitted or with graphics that conflict with Christian values are not permitted. Bras and bandeaus are never to be visible. Lace, sheer or any other see-through type top is not permitted.

**Girls Dresses, skirts or shorts:** Dresses, skirts and shorts must be knee length in any posture and not form fitting. Spandex or running shorts are not acceptable. Visible cleavage is unacceptable.

**Girls Pants:** Undergarments or midriff must not be exposed at all. Sweat pants are permitted if they are loose fitting (i.e. traditional athletic sweat pants and soccer/Adidas-style only). Form fitting sweat pants, skinny jeans, yoga pants, pajama pants and jeggings are not permitted.

### **ADDITIONAL GUIDELINES:**

**We desire our students to understand that their value is based on their identity in Christ and NOT on their appearance based on what society would call 'beauty'.**

1. Pants (boys and girls): Distressed jeans are acceptable as long as they are not excessive and skin is not visible through the frayed material above the knees.
2. Clothing that identifies with any gang or group whose lifestyle, values and philosophy are contrary to Christian values is prohibited.
3. Unnatural hair coloring or radical hair styling (e.g. a mohawk) is prohibited.
4. Make up, face paint and masks of any kind are prohibited, unless part of a class project with teacher approval.
5. Uniforms for the Physical Education program are not to be worn to class as everyday attire. All athletic shoes must be worn with socks for sanitary reasons.
6. Standard school dress code applies to all school events including field trips unless otherwise specified by the teacher.
7. Caps, hats and hoods: Head coverings of any type (caps, hats, hoods etc.) are not to be worn during prayer, chapel, assemblies or in a classroom.
8. At the discretion of the Principal, a student may be asked to change any article of clothing that is deemed inappropriate.
9. Jewelry, Tattoos and Body Piercing

### **Jewelry Guidelines:**

1. Earrings are appropriate for girls only and may have a maximum of 2 earrings in each ear, for safety, please only wear stud earrings, no hoops.
2. Girls may wear necklaces, but jewelry should be chosen with discretion and not be distracting to others.

3. "Choker" necklaces are prohibited.
4. Chains protruding from pants pockets are not permitted.
5. Nose rings are not permitted.
6. Boys' chains/necklaces may be worn but not exposed.

**Tattoo and Body Piercing Guidelines:** Body piercing is unacceptable for YVCS students and may not be visible at school or any school-related activities. Visible body tattoos are not permitted including temporary tattoos.

If there are questions regarding the dress code, please contact the Principal.

## **VII. ACADEMIC STANDARDS**

### **Academic Integrity**

We expect students to be honest in their academic work. Copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes is not allowed. If it has been determined that a student has cheated, the student will receive a grade of "zero" for the assignment and may face further disciplinary action.

### **Grading**

Every student who demonstrates a certain quality or academic performance will receive the letter grade that he or she earns. Extra credit work is at the teacher's discretion. Students will receive appropriate comments on each report card.

### **Parent/Teacher Conferences**

At the end of the First Quarter mandatory parent-teacher conferences will be scheduled. The school expects parents to confer with teachers as needed and not only at regular conferences.

### **Testing**

Assessment Exams are given annually to students. The information from these exams is used by the school to help evaluate and respond to the needs of the students. School Ability Index testing is done in grade levels 3, 5 & 7. The results of tests taken are available to parents.

### **RenWeb Parent Portal**

RenWeb is our on-line database portal. Parents establish a confidential password the first time they log into RenWeb and can view academic progress reports, view weekly lesson plans, access school directory, view calendar of events and email their student's teacher.

From your computer at home, you may go to [RenWeb.com](http://RenWeb.com) (for mobile phones or tablets you may download the RenWeb app (charges may apply) or use the url [m.renweb.com](http://m.renweb.com)).

Click the **Login** button on the far right corner and select the ParentsWeb Login link to access the **ParentsWeb** Login screen. **Our District Code is YVCS-CA**. If you have not set up a username, you can click on the **Create New ParentsWeb Account** link to set up your username.

### **Report Card or Progress Reports**

Students are formally graded each quarter (9 weeks). Mid-quarter updates are also given via progress reports accessible via ParentsWeb. First quarter report cards are issued at parent-teacher conferences. Other quarters' report cards will be sent via email and accessible via ParentsWeb. The school expects parents to confer with the teacher as often as necessary. Extra credit work is at the teacher's discretion.

Fourth Quarter Report Cards will be mailed pending verification of any outstanding balances.

### **VIII. COMMUNICATION, MEDIA RELEASE, WEBSITE & SOCIAL MEDIA** **Communication**

In an effort to be as 'green' as possible, the school is utilizing the Renweb communication tools available to send out announcements and event reminders via: Parent Alert texts, recorded messages from our Principal and email. Please keep your contact information updated regularly on ParentsWeb.

### **Media + Image Release**

It is our regular practice to be active with our social media account and documenting activities as well as regular life at YVCS.

I hereby give my permission, Ygnacio Valley Christian School to photograph, film, videotape and/or make sound recordings of my child, to quote or publish statements of my child and to use such photographs, films, videotapes, sound recordings and/or other statements for educational and promotional/advertising materials and for other purposes specified below. I understand that my child may be identified in any photographs, news stories or publications that the aforementioned institution consider appropriate for release to magazines, newspapers, the World Wide Web sites of this institution, and/or other publications. I further understand that any such photographs, films, videotapes, sound recordings and/or written works are the property of this institution and that neither my child nor I am entitled to any compensation for or rights in these materials.

I release these institutions from all liability with respect to the matters covered by this release.

### **School Website & Social Media**

Our website: [www.yvcschool.org](http://www.yvcschool.org)

Facebook: <https://www.facebook.com/YVCSchool/>

Instagram: <https://www.instagram.com/YVCSchool/>

## Email

Teachers and the Board of Directors can be contacted directly or through their school email listed on the ParentsWeb Page in the directory.

NAME	POSITION	EMAIL ADDRESS
Mrs. Kagawan	Principal	<a href="mailto:ikagawan@yvc school.org">ikagawan@yvc school.org</a>
Mrs. Navarette	Office Coordinator	<a href="mailto:admin@yvc school.org">admin@yvc school.org</a>
Mrs. Miller	Bookkeeper	<a href="mailto:bookkeeper@yvc school.org">bookkeeper@yvc school.org</a>
Board of Directors		<a href="mailto:board@yvc school.org">board@yvc school.org</a>
<b>YVCS FACULTY</b>		
Mrs. Nass	Kindergarten	<a href="mailto:Knass@yvc school.org">Knass@yvc school.org</a>
Miss O'Keefe	First/Second	<a href="mailto:kokeefe@yvc school.org">kokeefe@yvc school.org</a>
Mrs. Gonzenbach	Third/Fourth	<a href="mailto:igonzenbach@yvc school.org">igonzenbach@yvc school.org</a>
Miss Fetterly	Fifth/Sixth	<a href="mailto:mfetterly@yvc school.org">mfetterly@yvc school.org</a>
Mrs. Kerr	Seventh/Eighth	<a href="mailto:mkerr@yvc school.org">mkerr@yvc school.org</a>
Mrs. Sanchez	Preschool + Spanish	<a href="mailto:dsanchez@yvc school.org">dsanchez@yvc school.org</a>