

2023/2024
WVCHRISTIANSCHOOL.ORG

WEST VALLEY CHRISTIAN SCHOOL
ELEMENTARY (K-5)
STUDENT/FAMILY
HANDBOOK
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"LEAD THE WARRIOR WAY"

*West Valley Christian School, in partnership with the family,  
equips students to discover and develop their talents and  
spiritual gifts in order to live a life of service,  
impacting the world for Christ.*



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## FOUNDATIONS

### VISION

West Valley Christian School develops students with Christian character through the building of supportive relationships, dedication to academic excellence, and commitment to Christ-centered education.

### MISSION STATEMENT

West Valley Christian School, in partnership with the family, equips students to discover and develop their talents and spiritual gifts in order to live a life of service, impacting the world for Christ.

### PHILOSOPHY

West Valley Christian School is a covenant school. The School Board, Administration, and faculty of West Valley Christian School believe the school must be in cooperation with the home for the purpose of serving families who have a desire to see their students educated in a Christian-oriented atmosphere. WVCS's view of life is based upon the Bible as God's only infallible, written revelation to man. Education is directed toward an understanding of God, man, and the universe and their interrelated natures. Students are taught to live a disciplined life under the Lordship of Jesus Christ. Discipline based on God's Word is administered firmly in Christian love. Non-Christian viewpoints are presented to enable students to evaluate all knowledge critically and develop their ability to discern right from wrong. Students are challenged to develop their talents for the honor of God and the service of others in all areas of life.

### HISTORY OF WVCS

The school sprouted in 2002-2003 under the name Palm Academy. In 2003-2004, the school was renamed Christ Community Christian Academy. During the 2006 school year, Phoenix Christian Unified School district took the school under its wing with the goal of building the small school to sustainable levels. From the spring of 2007 through the 2011 school year, Phoenix Christian West Valley gained strength, momentum, and experience as one of the few Christian schools in the West Valley. While under the governance of Phoenix Christian Unified School District, the school was able to stabilize and develop. During the summer of 2011, the school underwent another name change and became what it is now known as—West Valley Christian School and the West Valley Warriors! In 2014 the Lord provided the school with an opportunity to own a new campus and further establish Christian education in the West Valley. That fall WVCS opened the new school building on the site at 16260 W. Van Buren Street in Goodyear, Arizona.

## STATEMENT OF FAITH

- We believe the Bible to be the inspired, **ONLY** infallible, authoritative, inerrant Word of God (*II Tim. 3:16, II Pet. 1:20*).
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (*I John 5:7, Matt. 28:19*).
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (*Philippians 2:6-11; Luke 1:36-38; 1 Peter 3:18; Hebrews 2:9; Acts 2:23-24; Hebrews 8:1; Matthew 26:64; Hebrews 10:37; Luke 21:27*).
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (*Romans 5:12-19; I John 3:5-8; Titus 3:5*).
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*I John 16:8-10; I Cor. 3:16, 6:19; Romans 8:4-8*).
- We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation (*I John 5:28-29; Matt. 25:46; I Thessalonians 4:17; Rev. 20:11-15, 21:8, 22:11*).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (*I Cor. 12:12-27*).
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). We believe that rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (*Genesis 2:18-25*). We believe that the institution of marriage is established in Scripture as an ordinance that points the world to the relationship God desires for His church (*Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2-9, Isaiah 54:5*).
- We believe that in order to preserve the function and integrity of West Valley Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by West Valley Christian School in any capacity agree to and abide by all points put forward within this statement of faith (*Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22*).

## ACCREDITATION/MEMBERSHIP

West Valley Christian School has been fully accredited by the Association of Christian Schools International (ACSI) Regional Accreditation Commission since 2013. In the quest for a quality school, accreditation is an indicator to parents that the organization values the education of children enough to pursue excellence in every facet of its operation. ACSI accreditation requires schools to perform a self-study evaluating each aspect of its program against national and international standards which represent best practices in the field. The school must document evidence for cultivating student growth, both academically and spiritually, while maintaining the highest standards of school operation and faculty excellence. To this end, accreditation requires the school leadership and faculty to examine the impact of the school's biblical vision and mission on all programs and stated student outcomes as well as verifying compliance with accepted educational practices and management. WVCS educational practices, policies and procedures reflect our accreditation and pursuit of excellence.

## EXPECTED STUDENT OUTCOMES

Expected Student Outcomes (ESOs) guide us toward our mission to equip students for life. Comprised of three domains, although each is designed to focus on learning and development in specific areas, they do not exist individually. Each student develops and grows across all domains and at different rates. WVCS's curriculum plan, in addition to academic goals, includes spiritual formation goals and immersion in God's Word to develop a Biblical Worldview. Through the instructional program and the Christian faculty that deliver it, WVCS intentionally plans for students to develop a Christian view of God, humanity, and the world.

It is expected that graduates of West Valley Christian School will be equipped in the following areas:

**Academic Thinking (AT)** - Evaluated with Measures of Academic Progress (MAP) Growth Assessments, benchmark testing, and various projects throughout grade levels.

- AT1. Be Prepared in all academic disciplines, demonstrating grade-level proficiency in reading, writing, and mathematics. (*Luke 12:48*)
- AT2. Describe how the Bible applies to people, events, and movements in history (including church history) and the cultures of other peoples and places. (*Job 12:23*)
- AT3. Demonstrate an appreciation for and understanding of the natural environment, art, and music by practicing responsible stewardship of God's creation. (*Psalms 12:1-7; Genesis 1:28-29*)
- AT4. Understand and clearly articulate the complementary relationship between science and the Bible. (*Col. 1:16*)
- AT5. Responsibly use resources, including technology, to find, analyze, and evaluate information. (*Matthew 25: 14-30*)
- AT6. Attain the skills to question, solve problems, and make wise decisions. (*2 Timothy 3:16-17*)

The following expected student outcomes in the Biblical Worldview and Spiritual Formation domains are outcomes that WVCS desires all students to commit to and experience for their lives. Not all the outcomes in these domains are measurable. WVCS cannot ensure each of these outcomes occurs. However, we can pray for and collect evidence of progress toward these worldview goals (*Proverbs 22:6*).



**Biblical Worldview (BW)** - recognizing the Bible as the infallible Word of God and allowing it to be the foundation for all decisions and life choices. Evidence of progress towards these outcomes is found in the Bible curriculum, lessons taught, and service projects.

- BW1. Recognize Truth is Jesus Christ, the basis for beliefs and values. (*John 14:6*)
  - BW1a. Recognize that the Bible is true (infallible Word of God).
  - BW1b. Proficiently read and understand the Bible independently.
- BW2. Formulate and defend their Christian worldview while having a basic understanding of opposing worldviews. (*1 Peter 3:15*)
  - BW2a. Demonstrate to peers that the Bible is true.
  - BW2b. Defend accuracy of the Bible accounts of the birth, Deity, death, and resurrection to peers.
  - BW2c. Provide reasonable responses to popular objections to their faith (e.g., Evolution vs. Creation, authority of science vs. authority of Scripture)
  - BW2d. Identify and refute the lies of secular narrative.
- BW3. Recognize the importance of lifelong learning—seeking and communicating God’s truths. (*Prov.9:9*)
- BW4. Identify the worth of every human being as created in the image of God. (*Gen. 1:27*)
- BW5. Identify the principles of healthy, biblical family living with the intent to employ these principles. (*Gen. 2:24; Eph. 5: 21-33*)
- BW6. Apply stewardship concepts to their life situation (i.e., finances, time, gifts, talents). (*1 Peter 4:10*)

**Spiritual Formation (SF)** - the process of the Holy Spirit transforming believers to be more like Christ. Informal assessment periodically with journal entries, reflections on chapels, or service projects, and in-class discussions.

- SF1. Commit to a personal relationship with Jesus Christ (*John 3:16*).
- SF2. Identify how to carry out the Great Commission locally and around the world in a culturally sensitive manner (*Matthew 28*).
  - SF2a. Demonstrate how to lead someone to Christ.
  - SF2b. Contribute to the spiritual development of peers.
- SF3. Know, understand, and apply God’s Word in daily life (*1 Tim. 3:16-17*).
  - SF3a. Demonstrate a worldview shaped by God's Word.
  - SF3b. Understand that God's Word is relevant to the concerns of everyday life and is a trustworthy source to determine responses to all life situations.
- SF4. Pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love (*Galatians 5:22-23*).
- SF5. Understand how to treat their bodies as the temple of the Holy Spirit (*1 Cor. 6:19-20*).
- SF6. Recognize the value of being involved in a church community, serving God and others (*Hebrews 10:25, 1 Peter 4:10*).

## **DISCRIMINATION POLICY**

West Valley Christian School does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **DISCLAIMER OF LIABILITY**

Neither the teachers, staff, employees, nor the governing Board of West Valley Christian School will be liable or responsible for personal injury that occurs as the result of any student attending the school. Parents or guardians are responsible for obtaining proper insurance to adequately cover any personal loss or injury to a student. Additionally, neither the teachers, staff, employees, nor the governing Board of West Valley Christian School shall be liable for loss of any personal property owned by any student, parent, or guardian as a result of the student attending the school. The student, parent, or guardian shall purchase and maintain sufficient insurance to guard against loss of personal property.

## **CHILD ABUSE/NEGLECT**

In accordance with state law and school policy, school staff are obligated under the penalty of fine and jail time to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. The school will not contact parents in advance of making a report to authorities. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## ADMISSIONS PROCEDURES

### ADMISSION POLICY

Admission to West Valley Christian School is obtained by both a written application and a personal interview with the school principal. Report cards, school records, a pastor's/ministry leader's reference, and prior standardized test scores are used to determine eligibility for admission. Students complete screening assessments to confirm appropriate entry into a grade level. As a covenant school, West Valley Christian School is a Bible-believing institution providing an education in a distinctly Christian environment. We believe that its biblical role is to work in conjunction with the home and church to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (*Leviticus 20:13a, Romans 1:27, Matthew 19:4-6*).

### RE-ENROLLMENT

Families complete re-enrollment each year to update information in the school system and register students for the following school year. The school will notify families when re-enrollment is open. Re-enrollment secures students' spots in classes on a first-come, first-served basis. WVCS administration reserves the right to disqualify students or families from re-enrollment for the following reasons: Academic concerns, behavior concerns, families with delinquent tuition accounts, or concerns with families adhering to the parent responsibility agreement.

### STUDENT FILES/RECORDS

WVCS maintains student records four (4) years after the student completes 8<sup>th</sup> Grade or from the date of withdrawal.

## ACADEMICS

### SCHOOL SUPPLIES

Parents must purchase school supplies for their child according to a list provided by the teachers. Supply lists are posted on the school website and emailed to parents during the summer. Bibles are on the student supply lists for grades 2-5. **Please purchase the Bible linked on the list for your grade level to promote classroom instruction that teaches children to read, love, and follow God's Word.**

### TEXTBOOKS

Textbooks are provided by the school and distributed at the beginning of the school year by classroom teachers. At the end of the year, books must be returned to the teacher. **Books lost, damaged, or not returned will be charged to the student's account.** Students are responsible for keeping books in good repair and are to refrain from writing in their textbooks or using sticky book covers. If books need to be repaired during the school year, students should see the classroom teacher.

### CURRICULUM & COURSE DESCRIPTIONS

Each year, one curricular subject is reviewed for necessary updates. Teachers and administration work to review the curriculum available from several publishers to determine which one will be the best fit for our community and align with the WVCS mission. When possible, parents are asked for input too, to gain perspectives from various stakeholders. Curriculum changes are determined by the designated committee and approved by the WVCS Board.

### GRADING SCALE & ACADEMIC PROGRESS

A grading scale has been designed to help determine and report student progress in their daily studies. Parents, students, and teachers conference as needed for concerns about grades. Students may be retained in a grade after a conference between the administrators (principal and ELP coordinator), teacher, and parents to determine the best course of action for the student's progress.

#### GRADING SCALE (Grades K-2)

E = Exceeds standard  
M = Meets standard  
P = Partially meets standard  
F = Falls far below standard

#### GRADING SCALE (Grades 3-5)

A 90-100  
B 80-89  
C 70-79  
D 60-69  
F below 60

### REPORTING SYSTEM

RenWeb is the school's information management system. Progress Reports are emailed to parents near the mid-point of each quarter. Weekly grade notifications are emailed for students in grade 5 to

support the partnership between school and family. Report cards are issued four times a year at the end of each quarter. First quarter report cards support diligent work habits and are printed and given to families at conferences. Second, third, and fourth quarter report cards are emailed after each quarter ends. Parents may also check RenWeb for updates at any time (academics and behavior). Teachers regularly update grades and strive for timeliness in both grading student work and entering grades in the grade books. Please contact your child's teacher with any concerns about your child's grades.

## HOMWORK

Homework assignments support diligent work habits and are required for the purpose of practice, mastery, or completion of unfinished classroom assignments. Teachers will regulate this according to the grade and needs of the child. Routine homework will include Bible memory verses, spelling lists, math, IXL, and Accelerated Reader (AR for grades 2-5), in addition to occasional projects or reports.

## CHAPELS

Weekly chapels provide an opportunity for Warrior students to worship together. Chapels are held on Wednesday each week at 8:00 AM for K-5 students. Special Awards Chapels are held after each quarter ends to celebrate students' academic achievements, and WVCS honors Veterans in our annual Veterans' Day Chapel. Some special chapels may be combined for all grade levels (8:00 AM start time on Wednesday morning). Spiritual Emphasis Week is held during the week leading up to Easter with special chapels each day. Parents are welcome to attend any/all chapel services (*please sign in at the office first*).

## STUDENT RECOGNITION/ AWARDS

West Valley Christian School emphasizes and celebrates perseverance and academic diligence. To recognize student achievement the school holds quarterly awards chapels.

### **Award Criteria**

*Principal's List (Grades 3-5)* - awarded to students who achieved an A in all subject areas and meet the citizenship requirements as per the student's grade level for the given quarter.

*Honor Roll (Grades 3-5)* - awarded to students who achieved no lower than a B in all subject areas for the quarter and meet the citizenship requirements as per the student's grade level for the given quarter.

*Accelerated Reader (AR) Awards (Grades 3-5, and 2nd grade beginning second quarter)* - awarded to the reader who achieved the highest quarterly points total in each class. Fourth quarter awards include the highest AR totals for the year.

## **PARENT-TEACHER CONFERENCES**

Parent/student/teacher conferences are held after the first quarter and during the third quarter to strengthen the school-family partnership. Parents and students are required to attend the conferences to discuss progress toward personal goals and grade-level benchmarks. Following each grading period, the parent of any student who has received a failing grade in any subject may be required to have a conference with the teacher, principal, and student. Parents should contact the teacher at any time to request an appointment if a conference is warranted. WVCS strives to partner with the family in the student's education; conferences are one piece of that partnership.

## **ASSESSMENTS**

The purpose of assessment at WVCS is to measure students' academic growth. Screening assessments are used during initial enrollment to verify students' readiness levels for learning. The goal is always to set students up for success. Students in grades K-5 take monthly benchmark assessments to track progress toward grade-level goals in math and reading. Additionally, WVCS uses Dynamic Indicators of Basic Early Literacy Skills (*DIBELS*) and Measures of Academic Progress (*MAP*) assessments for testing purposes. *MAP* and *DIBELS* tests are national normed and scheduled three times throughout the school year (fall, winter, and spring) to document students' growth. In grades 2-5, the Star Reading Assessment is used with the Accelerated Reader (AR) program to support students' reading comprehension.

## **TRANSCRIPTS**

Transcripts and school records requests are to be submitted to the office. MAP Assessment scores will accompany transcripts if available. Transcripts and assessment scores will be released when all financial obligations are met.

## **EXCEPTIONAL LEARNERS PROGRAM (ELP)**

The Exceptional Learner Program meets the academic needs of students identified as having an educational disability. Students who qualify receive support in their general education classroom, small groups, and/or one-to-one settings, as determined by the parents and ELP team.

Upon initial enrollment to WVCS, the student's educational history, including any evaluations, IEPs, and/or 504 Plans will be reviewed by the ELP Coordinator and administrator to ensure the school can meet the specific needs of the student. Once enrolled, the ELP team will meet with the parent to write an Individual Service Plan (ISP). Participation in the ELP program requires an additional ELP Tuition Fee in addition to the regular WVCS tuition.

As a private school, we are not required to follow IDEA regulations regarding special education. Students enrolled in WVCS waive their right to a Free and Appropriate Public Education. WVCS does collaborate with Avondale Elementary School District to provide Multidisciplinary Team Evaluations and some related services. However, the student must receive the services at an Avondale Elementary School.

## FIELD TRIPS

Field trips enhance the instructional program, are part of the required course participation, and may be used as a grade. Parents are notified in advance and are encouraged to help chaperone. Chaperones must hold a current fingerprint clearance card and sign the WVCS chaperone agreement, acknowledging understanding of their duties as a chaperone, along with a WVCS Volunteer Application. Copies of this documentation must be on file in the office before the day of the field trip. Raptor check-in will be used for chaperones who attend field trips. Field trip chaperones provide an invaluable service, supervising students by protecting their safety and well-being. We appreciate our chaperones giving up their time to help with these events.

**Students enrolled in West Valley Christian School are not permitted to attend field trips with a sibling in a different grade/classroom.** Due to the nature of most educational field trips, siblings will not be permitted to attend and cannot chaperone. School vehicles are used for field trips; however, students may travel with their parents to and from the event. Students not transported by their parents will ride the bus unless written permission indicating other arrangements is given before the trip. Teachers must be notified in writing of arrangements other than school transportation prior to the day of the field trip.

## LIBRARY

Library books may be checked out for one week at a time. Students in kindergarten and first grade may check out one book at a time; 2nd-5th graders may check out two books at a time. If a book is lost or damaged, the student must replace or pay for it. Reference books may not be checked out.

## MEDIA, PHONE USAGE & TECHNOLOGY

All technology is used under the supervision of school staff. Technology use on campus is monitored by teachers, administration, and technology support staff who use GoGuardian to ensure online safety. Students and parents must sign a Responsible Technology Use statement before using WVCS technology. Students in grades 4-5 must also sign the WVCS social media policy. Technology etiquette and online safety are taught as part of the Technology Curriculum at WVCS.

**Students are responsible for their use of any/all technology (including postings, messages, or emails) on and off campus.**

**Students are not permitted to have phones or phone watches in the classroom. Students who choose to bring phones to school must keep the device turned off and stored in a backpack or locker. The school is not responsible for damage or missing phones. If students choose to use phones during school hours, the phone will be confiscated and stored in the office to be signed out by a parent or guardian at the end of the day. Repeat offenders choose to have daily phone-sitting service in the office.**

**Students may use the office telephone with staff permission if needed for emergency situations during the school day.**

The WVCS website offers families a wealth of resources and school information:

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

Additionally, you can find West Valley Christian School on Facebook and Instagram.



## SCHOOL-WIDE BEHAVIOR

### GENERAL SCHOOL RULES & EXPECTED BEHAVIOR

WVCS exists to assist parents in their God-given responsibilities. In formulating a philosophy of education and discipline, WVCS aligns itself with the Bible's instructions to parents to provide the utmost consistency for the child between home and the school. The following guidelines and policies provide boundaries for security and freedom while assisting students in their achievement of WVCS Expected Student Outcomes. We encourage students to LEAD the Warrior Way as they meet school expectations and display Christ-like behavior. (See Appendix for expectation matrix).

It is the school's policy to use logical and appropriate consequences to guide students into making better choices in the future. Behavior concerns are learning opportunities that will be taught from the perspective of grace and love, guiding students toward accountability, repentance and reconciliation with Jesus, peers, and teachers. Suspension/withdrawal from school is used as a last resort after grace and reconciliation have been exhausted. Parents will be notified of student behaviors that result in administrative intervention.

### BEHAVIOR EXPECTATIONS FOR PARENTS & FAMILIES

1. We understand that the Bible teaches that we, as parents, are responsible for our children's education. We have chosen West Valley Christian School to partner with us in this responsibility. We agree to support the school faculty and staff as they partner with us in our child's holistic education (academic, emotional, and spiritual).
2. We invest authority in the school to discipline our child(ren) when necessary. We further agree that we will cooperate and discipline our child in the home as needed (*The one who will not use the rod hates his son, but the one who loves him disciplines him diligently. Proverbs 13:24*). We will also read and adhere to the School-Wide Behavior policy that is in the WVCS Student/Family Handbook.
3. We will pledge our fullest cooperation to keep divisive issues out of the school as much as possible. We respect that other families have different views from ours related to such topics as vaccinations, politics, doctrinal views, and denominations. Furthermore, to maintain a spirit of unity in Christ, we acknowledge that it is important to limit focusing on these topics which might distract us and our children from the mission. (*So then, let us pursue what promotes peace and what builds up one another. Romans 14:19*)
4. We understand that parents are the natural leaders of their families. Children will follow if parents provide strong Christ-honoring leadership. Leadership in a Christian family is demonstrated by actively following the principles that the Bible teaches. We are committed to working hand in hand with WVCS to "train up our child in the way he should go" (*Proverbs 22:6*).
5. We understand that the school exists to support the values of the Christian home. Our home is committed to upholding strong biblical standards of lifestyle, including a commitment to and involvement in the local church. We understand regular church attendance is paramount to the

spiritual growth of the believer. *(And let us consider one another in order to provoke love and good works, not neglecting to gather together, as some are in the habit of doing, but encouraging each other, and all the more as you see the day approaching. Hebrews 10:24-25)*

6. We understand that our failure to report psychiatric counseling, any prescribed medication, or involvement with juvenile authorities within the past three years may be cause for immediate dismissal.
7. We agree to support the school with our prayers and a positive attitude. Complaints or negative comments will only be shared with the teacher, administrator, or person involved, not with our child or other individuals, following the Matthew 18 principle that Jesus provided for conflict resolution.
8. We understand that the school reserves the right to dismiss any student or family who does not:

**a. Respect and observe spiritual and/or behavioral standards.**

*"Do not be conformed to this age, but be transformed by the renewing of your mind, so that you may discern what is the good, pleasing, and perfect will of God." Romans 12:2*

**b. Cooperate with our educational goals.**

*"We proclaim him, warning, and teaching everyone with all wisdom, so that we may present everyone mature in Christ. Colossians 1:28*

**c. Follow the dress and hair code policy.**

Students, as well as parents, guardians, relatives, and any others who participate in school-related activities on and off campus will dress in an appropriate manner that represents the values of WVCS and Christ Jesus. *"Don't you know that your body is a temple of the Holy Spirit who is in you, whom you have from God? You are not your own, for you were bought at a price. So glorify God with your body." 1 Corinthians 6:19-20*

9. We understand that if at any time the school determines, in its sole discretion, that our actions do not support the ministry and mission of WVCS or if our actions reflect a lack of cooperation and commitment to the home/school partnership, the school reserves the right to request the withdrawal of the student.
10. We understand the school retains the right to refuse admission to or to remove from enrollment any student whose custodial parent is in a relationship or living with a same-sex partner.
11. We give permission for our child to go on field trips arranged by the teacher and approved by the administration. The educational trips will be properly supervised, and our family insurance program will cover our child. We will not hold the school, administration, or faculty responsible in case of an accident. Notification will be given to us before each field trip. If we choose to attend as chaperones, we will act in a supportive manner to any teacher in charge, following all WVCS school rules and policies while in this capacity.

12. We understand that if our child damages school property, assessments will be made to cover damages, including breakage of windows and abuse of other personal property.
13. We understand that tuition payments are due net-15 days and paid by the due date on the invoice. Semi-Annual payments are due in August and January. Annual payments are due in August.

Tuition is not prorated if your student is absent due to illness, staying with a relative or friend, on a family trip or for any other reason presented to the office. Per board policy, if after 60 days any account is delinquent, the student may be removed from West Valley Christian School and may not be allowed to attend class until the account is current.

If a student is dismissed or transfers, the tuition will be prorated based on the number of days in the school year. When a student is withdrawn from school (or at graduation), all financial obligations need to be paid before grade sheets and/or transcripts are released. Students may not return to school for a new year if the account remains delinquent from the preceding year.

14. We understand that graduating eighth graders must make their final tuition payment before participating in promotion ceremonies.
15. In addition, parents must make an effort to work peacefully within the WVCS community and maintain a biblical standard of conduct. West Valley Christian School will not tolerate:
  - Abusive, threatening, profane, or harassing communication in any form (written, online, or verbal).
  - Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, an employee's office or duty station, the campus lobby, or school grounds. This includes any school property or any school event at any time including sports events, field trips, parking lots, and car drop-off and pick-up.
  - Threatening to do bodily harm to an employee, visitor, fellow parent/guardian, or student.
  - Threatening to damage the property of an employee, visitor, fellow parent/guardian, or student.
  - Damage or destruction of school property.
  - Defamatory, offensive, or derogatory comments regarding the school or school staff made publicly to others. This includes but is not limited to the use of any social media platform or online posting.
  - Excessive emails, text/voicemail/phone messages/letters, or unscheduled campus visits.

Please note that school staff and administration have busy schedules to keep and may not always be immediately available to speak with you. The only way to ensure that you can speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/emails within 24 hours. Your calls and visits will be responded to consistently with this practice if someone is not immediately available to speak with you.

Any concerns that you may have regarding these matters must be made through the appropriate channels (following the Matthew 18 principle). Concerns should not be shared with people or platforms who are not part of the situation. This includes but is not limited to any social media outlet

or posting on any platform, app, website, or social networking site. Following the Matthew 18 principle to resolve conflict ensures concerns will be handled fairly, appropriately, and effectively for all individuals.

## SCHOOL-WIDE RULES

West Valley Christian School values and nurtures attitudes and behaviors contributing to effective education for the community and stewardship of God-given resources. This list encompasses several rules that contribute to a productive community where learning can occur. However, this list is not exhaustive. Administration reserves the right to remove students who disrupt the learning environment or do not reflect the biblical values of our community. Please note the following guidelines to ensure campus safety, stewardship, and a positive learning environment:

1. Students are to speak respectfully to peers and all adults.
2. Students are to respect the property of others.
3. Students are not to use foul or suggestive language (including body language), drawing, or stories. In addition, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, and/or putting others down is not acceptable and will result in disciplinary action. This includes electronic and digital communication (e.g., blog sites, email, Facebook, Twitter, etc.).
4. Students should keep their hands and objects to themselves; use of physical force or verbal intimidation will not be tolerated.
5. Students are not permitted to leave school property without permission.
6. Students are to walk in the hallways and stairs.
7. School property is to be respected. When school property is damaged, the student will be responsible for repairs or replacement costs.
8. Gum is not permitted.
9. Cell phones (including phone watches) are best left at home. If a student has a cell phone or phone watch at school, the phone is to be turned off and stored in the student's backpack. If a student fails to follow this expectation, the cell phone will be confiscated and turned in to the office to be signed out by the student's parent/guardian. Repeat offenders choose to have daily phone-sitting service in the office.
10. Proper and respectful behavior is required when being transported in any school vehicle, on any field trip, or at any school sporting event.
11. The WVCS campus is tobacco, alcohol, and drug-free.
12. Weapons or dangerous objects of any type are not permitted, including but not limited to magnifying glasses, firecrackers, pocketknives, laser pointers, bottles and squirt or toy guns. Weapon imitations are not permitted (air pistols, paintball guns). Periodically toy guns or swords may be permitted as part of a teacher-directed class activity or project.
13. School contraband includes drug paraphernalia, cigarettes, e-cigarettes, vapor cigarettes, alcohol, and pornography.
14. Lying, cheating, stealing, any type of threat, and plagiarism will not be tolerated.
15. Inappropriate public displays of affection (kissing, hand holding, embracing) are not permitted.
16. Students are to always represent WVCS in a positive manner. Students and parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends and holidays. WVCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus 24/7, 365

days a year. Please note – this rule's intent is to address severe situations that would result in a student's attendance at WVCS negatively affecting the school due to an "outside school hours" incident.

17. WVCS maintains the right to remove any student from enrollment if the school feels that the parent(s) are not in harmony with the school's philosophy.

## CLASSROOM DISCIPLINARY GUIDELINES

Objectives:

- a) Protect the students' right to learn
- b) Protect the teachers' right to teach

WVCS School-Wide Classroom Rules:

1. Students will listen and follow directions
2. Students will raise their hand before speaking or leaving their seat
3. Students will keep their hands, feet, and objects to themselves.
4. Students will be respectful to their classmates and teachers.

## BEHAVIOR MANAGEMENT

Each teacher establishes their own classroom management plan which is communicated to parents. Classroom management plans are based on the school-wide rules and expectation matrix (See LEAD the Warrior Way in Appendix). Each plan outlines consequences and incentives for improving student behavior. The purpose of classroom management plans is to maintain a safe, orderly learning environment where all students can thrive.

## METHOD OF DISCIPLINE KINDERGARTEN – GRADE 5

Discipline will be based on careful evaluation of the circumstances for each case. The teacher will determine the disciplinary action based on the seriousness of the offense, the student's age, frequency of misbehavior, the student's attitude, and parental support (see Behavior Flowchart in the Appendix).

The principal may, at his/her discretion, circumvent the evaluation process due to the gravity of the offense. This may result in an administrative intervention, suspension (in-school/alternative or out-of-school suspension), or withdrawal. Teachers will keep records of significant or repeated behavior issues to document patterns of behavior and students' maturity toward behavior goals. Bullying will not be tolerated at any grade level.

## BULLYING

It is the policy of WVCS to maintain a safe learning and work environment free from bullying.

*Definition – unprovoked, repeated, hostile behavior toward a specific individual or individuals, often because of unique qualities, characteristics, or behaviors of the individual(s), including digital or cyber bullying (defined by Association of Christian Schools International).*

Bullying is a pattern of mean, cruel behavior that is hurtful to others. The following list provides examples of bullying but is not exhaustive.

Examples:

- a) **Verbal:** Name-calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate notes or pictures in any medium (magazine, over a cell phone, WIFI or internet, etc.)
- b) **Physical:** Pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging, or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- c) **Social:** Ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- d) **Psychological:** Acts that instill a sense of fear or anxiety, etc.
- e) **Miscellaneous: Any act that insults or demeans an individual to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.**
- f) **Cyber/Digital:** Students in grades 4-8 are required to sign the WWCs social media policy acknowledging that the school holds them accountable for their online citizenship during and beyond the school day.

## RESPONSIBILITIES

*\*to be reviewed quarterly with students, families, and staff*

### Students

- Students should ask the offending student to stop the inappropriate behavior.
- Students being bullied should report it to staff, parents, or another adult.
- Students who are aware of bullying should report it to the teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

### Parents

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents not satisfied with the action may refer to administrators if the need arises.

### Staff

- Non-teaching staff should refer all allegations of bullying to the appropriate teacher and principal (in that order).
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior. (bullying)
- Teaching staff are to refer to the principal with allegations/incidences of bullying. This will be done in a timely manner.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

## PROCEDURES

- All parties will be questioned (victim, alleged bully, and sufficient bystanders) to establish the facts of the situation (who, what, when, where, why, how) and to hold them accountable for their actions/inaction. All parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- All incidences are to be documented and written reports will be kept on the behavior within RenWeb.
- All supervising faculty/staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Acknowledgement of the allegation of bullying and assessment of student safety must take place within one school day of the report.
- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of the victim and the alleged bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders also.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim/s and the alleged bully.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily.
- The school will take serious disciplinary action in cases of retaliation.

## COMMUNICATION OF BULLYING POLICY

- *Staff* – policy reviewed during back-to-school teacher in-service and at the beginning of each quarter.
- *Students* - policy taught during a designated chapel or assembly at the beginning of the school year and at the beginning of each quarter.
- *Parents/Families* – policy will be communicated via email/REMIND at the start of each quarter.

## CAMPUS SECURITY

### **DRUGS AND ALCOHOL:**

WVCS believes the buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in the automatic withdrawal of the offending student or students.

### **GUNS AND WEAPONS:**

WVCS does not allow weapons or dangerous objects of any kind on campus. This includes guns, knives, other weapons such as firecrackers, or their facsimiles (paintball guns, air pistols or anything similar that could be mistaken for an actual gun or other weapon). Violation of this policy will result in an immediate suspension and potential dismissal. In these cases, the School Board will be consulted; with their input, the principal will determine the length of suspension or if the student will be withdrawn.

### **SEARCH AND SEIZURE:**

To maintain order and discipline and protect the safety and welfare of students and personnel, school authorities may conduct without student or parent permission a search of student lockers,

backpack/lunch bags or other belongings. The school may seize illegal, unauthorized, or contraband materials in the search. Any illegal materials will be turned over to the proper authorities.

*WVCS reserves the right to invite the local police or sheriff's department to visit at any time during the school year to search for drugs.*

**Personal Searches:** Students may be asked to empty their pockets, pocketbooks, wallets, lunch/book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the school believes a personal search of the student's person or belongings are required (as per the safety of that student or any other student) and the student refuses, then the student's parents/guardians will be phoned and must come to school to perform the search. If the parents fail to come to the school to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend WVCS will be revoked.

**School-Issued Technology:** Students understand that a school-issued computer, Chromebook, laptop, or iPad/Tablet is subject to inspection at any time without notice. Authorized staff may audit individual Internet user access and have access to all network activity, including what files a user downloaded, what information and graphics were viewed during a network session, what messages were sent, and what sites users visited. Authorized staff may perform random inspections of individual devices. Violations of school policies may result in disciplinary consequences.

## CONFLICT RESOLUTION (COMPLAINTS AND CONCERNS)

Complaints, concerns, problems, or other matters are to be channeled according to the school's chain of command and the principles stated in Matthew 18.

All people are to deal with the situation at its source. This means speaking with the particular teacher, coach, or individual involved in an attempt to get clarification or to reach a resolution.

If, after honest attempts have been made and clarification, resolution, or satisfaction has not been reached, then:

The person may proceed to the next level of authority. This means speaking with the appropriate administrator or principal. If satisfaction is not reached at this point, then:

The person proceeds to the proper committee of the Board (or Board Chair), by bringing it to the attention of the committee chairperson in written form. If satisfaction is not reached, the person may proceed to the Board, again bringing it to their attention in written form.

Under normal circumstances, no staff/faculty member, administrator, or Board member may bypass these procedures designed to honor the Matthew 18 principle.



For a complaint to be considered relating to grades or attendance, a letter of appeal must be written to the administration within one month of the semester in question, after the above procedures are followed.

## MISCELLANEOUS

### MESSAGES FOR STUDENTS

If an emergency arises, please call the school office. Unless urgent, messages are delivered the last period of the day.

### LOST AND FOUND

Items found on school property will be placed in the Lost & Found. The Lost and Found is located in the breezeway between the main office and the Hart Activities Center. Unclaimed items will be donated quarterly to a charitable organization.

### LUNCH

Children may bring a sack lunch or may participate in the hot lunch program. ***Candy and soda are not permitted for lunch or snacks. Soda or candy brought to school may be thrown away or the child may be asked to take it back home.*** Parents may order a hot lunch for their student via Parents Web. Refrigerators are not available to store lunches (plan to include an ice pack when needed). Microwaves are not available for student use. The school does not accept fast food deliveries sent to the school for a student. Parents are strongly discouraged from dropping off lunches after the school day has begun. Students without a lunch will be provided a Lunchable that is billed to the parent's account.

### PHOTO RELEASE

Many pictures and videos are taken at WVCS during the year for use on our website and in various promotional materials. Names will not be posted with any pictures or groups that appear on our website. By enrolling your student at WVCS you give the school permission to use pictures or videos of your student. If you do not wish to have your student's image used, you must notify the school office in writing at the beginning of the school year.

### PICTURES AND YEARBOOK

School pictures are scheduled for early fall. Individual and class pictures will be used in the school yearbook. Parents are welcome and encouraged to take pictures during school events and share the images with the yearbook coordinator. Yearbooks will be for sale through online orders. Order dates and pricing will be communicated through the yearbook company.

## CELEBRATIONS

### BIRTHDAY PARTIES

Students' birthdays will be celebrated in class at the end of each month. Teachers will inform parents about specific policies and designated days for celebrating student birthdays at school, including summer birthdays.

**Students are not to bring in edible treats unless the teacher specifically requests items (through a signup or email request).** Students who wish to bring in something to share with the class may bring in small, non-edible items (stickers, pencils, etc.). Please consult with your student's teacher before sending in any items.

Birthday party invitations may not be given out at school unless all the children in the class (or all the boys or all the girls) are invited. We ask that balloons, flowers, or other birthday gifts are not brought to school to celebrate a student's birthday as these can be a distraction in the learning environment.

### CLASS PARTIES, HOLIDAYS & TRADITIONS

During the year, students will have the opportunity to participate in classroom celebrations. **Food must be purchased from a Maricopa County-approved kitchen such as a bakery or a grocery store. Unfortunately, we cannot accept homemade items.**

WVCS does not observe or celebrate Halloween. WVCS celebrates Christmas and Easter with a focus on Christ. Teachers refrain from decorating with secular themes such as Rudolph, Santa Claus, Easter bunny, etc. **Students are not to bring in treats unless the teacher specifically requests items (through a signup or email request). We are mindful of student allergies, so thank you in advance for adhering to the teacher's policies regarding food in the classroom.**

## ATTENDANCE

### SCHOOL HOURS

The official school day runs from 7:55 AM – 3:00 PM. Students should arrive at the school between 7:30 AM and 7:50 AM. At 7:55 AM, teachers bring classes to their rooms for the learning to start promptly at 8:00 AM.

### ATTENDANCE NOTIFICATIONS

Attendance is reported by emailing the teacher. Parents/guardians report absences prior to 9:00 AM on the date of the absence. Students and/or siblings are not permitted to report absences. ***Please email your child's homeroom teacher to notify the school of your child's absence.***

### ATTENDANCE POLICY

Parents of students who miss 10 days or more (unexcused) may be asked to meet with the principal to discuss continued enrollment and academic readiness of their child to enter the following grade. The student may be required to repeat the grade if academic readiness is not evident.

### EARLY PICKUP

If a child is to be picked up during the school day, parents should notify their student's teacher beforehand. The parent needs to come to the office to sign the student out of school. The child will be called from class once the parent is in the office signing the student out. ***Due to safety concerns, students will not be called out of class for an early pick up until the parent is on campus ready to meet the child at the office.*** Please be sure to plan plenty of time to come to the office and sign your child out before we call him/her out of class.

If someone other than the parent is to pick up a child, parents are to provide the office with the name of the individual picking up the student prior to releasing the child. The individual should have identification ready to show school personnel before the child is released into their care. Students who depart school prior to 11:30 AM and do not return for the day are marked absent for that day. If departure is after 11:30 AM the student is marked as Present Exception (P\* in Renweb).

### EXCUSED ABSENCES

Illness, doctor appointments, and a death in the family are considered excused absences. Absences can only be excused if the teacher is notified by phone or email on the day of the absence. All other absences are marked as unexcused. The state of Arizona considers missing 10% of school days as excessive. Administration is authorized to excuse additional absences for extended illness, injury, or extenuating circumstances. A quarterly RenWeb notification may be sent out to students who are at risk of excessive absences. Please note that tax credit and scholarship organizations may have their own attendance policies that can affect student funding. Contact your child's teacher for work missed or check the assignments on RenWeb. Students have two days for each day of absence to make up missed work.

## UNEXCUSED/PLANNED ABSENCES

If absence for a trip is necessary, schoolwork and assignments may be obtained through RenWeb. Students must complete missed work and assignments when they return, with a due date determined by the teacher. If a planned absence due to vacation occurs just before the quarter break, work missed during the vacation may not be placed in the grade book. These absences will be marked as unexcused.

## TARDIES

School starts at 7:55 AM. Students are expected to be at their desks and ready to learn by 8:00 AM. If arriving after 8:00 AM, a parent or guardian must accompany the students and sign them at the office. Tardies will be marked unexcused unless they meet one of the following criteria and the parent has notified the school:

- Car Trouble
- Traffic Accidents
- Verified Medical Appointments (*please provide a note from the medical professional*).

Excessive tardies throughout the school year may jeopardize the re-enrollment of the student for the following school year. Parents may be asked to meet with the principal if tardies are excessive.

## PROGRAMS, SERVICES & ATHLETICS

### EXTENDED CARE

Extended care hours of operation are from 6:30 AM to 7:40 AM and 3:00 PM to 5:45 PM at a flat, hourly rate. Per state licensing requirements, parents/guardians (16 years or older) must sign students into and out of extended care. Students arriving on campus prior to 7:30 AM will be signed into care by a parent/guardian. Students present on campus after 3:10 PM will automatically be signed into extended care and charged the appropriate rate. Children will not be released to any person who is not listed in the Emergency Pickup Information in RenWeb. ***Extended care does not administer any medications.***

### ENRICHMENT PROGRAMS

Each year the school partners with outside organizations to provide enrichment opportunities for students. These enrichment clubs typically charge a fee for participation. While participating in these programs, student expectations are the same as during the school day. Student conduct found lacking during the school day or during enrichment programs may result in loss of privilege to participate in such programs.

### SPORTS

WVCS is a member of the Cactus Christian Schools League. Sports are offered in the fall, winter, and spring according to interest. Academic and behavior expectations are determined by the school administration and head coach of each team. All sports are open to 5<sup>th</sup> graders. Kindergarten – 4<sup>th</sup> grades are not eligible for after school sports teams.

## CAMPUS

### VISITORS

To help keep our campus safe, all visitors (including parents) must register in the office if they are visiting campus during school hours. Exceptions to the sign-in procedure are programs and all school-wide events. Parent involvement is welcomed and encouraged for all activities.

West Valley Christian School uses the Raptor Visitor Management System to enhance campus safety and security for students and faculty.

Part of keeping students and faculty safe is knowing who is in our buildings, and the Raptor system will let us do that. The Raptor system allows us to track visitors, contractors, and volunteers in our school and provides us with a safer environment for our students and staff. Parents, even those who visit regularly or are attending a meeting or volunteering, are considered visitors.

### VOLUNTEERING AT WVCS

Volunteers are needed and enhance our school offerings! To volunteer, either contact your child's teacher or the school office. The following are required:

- Agree with, support, and sign the WVCS Statement of Faith
- Annual online volunteer application
- Fingerprint Clearance Card (*if left unsupervised with students*)

*For certain volunteer positions, WVCS may also require a background check.*

### CLOSED CAMPUS & SECURITY

Students are not allowed to leave the campus after arriving at school until they leave for home after school. At 8:00 AM all gates are locked, and the only entrance to the school is through the front lobby. During the school day all classroom doors are locked for security purposes. Fire and lockdown drills occur routinely to prepare students and staff for potential crises. WVCS works with the Goodyear Police Department to monitor and assess the safety of the campus and identify potential threats.

WVCS has armed security through Cactus Professional Security Services. The armed guard will be on campus from 7:30 AM – 3:30 PM, and additional times as necessary.

## SCHOOL ATTIRE AND APPEARANCE

*The dress code establishes an environment of learning, self-confidence, discipline, and responsibility. The emphasis is to keep students modest, safe, and focused on academics.*

### All students:

- Limited jewelry is permitted but must not interfere with student safety or distract from learning. Gauges, nose rings, tongue piercings, dangling earrings, or other jewelry are not permitted.
- Visible tattoos of any kind are not permitted.
- Outerwear must be a solid color with no logo. [WVCS OUTERWEAR](#) is available for purchase on the school website.
- Tennis shoes are recommended; close-toed shoes are required. Crocs, shoes with wheels, and open-toed shoes of any kind are not permitted.
- Athletic wear of any kind (sweatpants/shorts, leggings, etc.) is not permitted.
- Clothing must be worn appropriately and not be too tight or oversized.
- Hats are not permitted.

### Girls' Basic Uniform:

- **Tops:** [WVCS POLOS](#) are required and may be purchased from the school website.
- **Bottoms:** *Skirts, shorts, or pants must be solid colored* with no rips, frays, or tears. Cut-offs are not allowed.
  - Length requirements for bottoms: Skirts, shorts, or jumpers must be longer than the fingertips when standing up straight with the arm and fingers extended down the side of the body.
- **Jumpers:** Uniform jumpers are permitted (solid-colored: tan or navy).
- **Hair:** All students must keep their hair neat and clean, avoiding extreme hairstyles. Mohawks, designs etched into the hair, unnatural color, or anything else deemed extreme by the administration will not be permitted.
- **Jewelry:** Girls may wear stud earrings, simple necklaces, and bracelets. Dangling earrings are not permitted, and jewelry must not interfere with student safety or distract from learning.
- **Shoes:** Tennis shoes are recommended; close-toed shoes are required. Crocs, high-heel, and open-toed shoes of any kind are not permitted.

### Boys' Basic Uniform:

- **Tops:** [WVCS POLOS](#) are required and may be purchased from the school website
- **Bottoms:** *Shorts or pants must be solid colored* without holes, tears, or any frayed edges. Shorts should be longer than undergarments; undergarments should not be showing.
- **Hair:** All students must keep their hair neat and clean, avoiding extreme hairstyles. Mohawks, designs etched into the hair, logos, unnatural color, or anything else deemed extreme by the administration will not be permitted. Boys may not wear ponytails.
- **Jewelry:** Boys may not wear jewelry except for rubber bracelets. Boys may not wear necklaces, gauges, or earrings.
- **Shoes:** Tennis shoes are recommended; close-toed shoes are required. Crocs and open-toed shoes of any kind are not permitted.



### Special Dress Days:

***Every Friday students can wear a Warrior Spirit shirt from the current year or previous years.***

All other aspects of the dress code remain in effect for Fridays.

***Eswatini dress-down days*** occur on the *third Thursday* of each month. Students may bring in \$1 to wear a non-uniform shirt. Modesty and appropriateness are important factors in this privilege. Tank tops, spaghetti straps, or t-shirts with inappropriate messages are not permitted. \*Funds collected from students for dress-down days go to our sponsored children in Eswatini.

**Dress Code Violations:** Students out of dress code will receive a grade-level appropriate consequence. Teachers will notify parents via email. When possible, the student will be provided with a school uniform from the WVCS used uniform inventory. Repeat offenses require parents to bring appropriate attire before the student can return to class. Questions about the dress code should be directed to the school principal.

\*Dress code is subject to updates and changes deemed necessary by the administration.

## PERSONAL BELONGINGS

Electronic devices are not allowed in school except for a specific class project with teacher approval. Toys should not be brought on campus unless the principal or teachers give special permission. Balls are provided by the school for use on the playground. **If students bring balls or other toys from home, the school will not be responsible for loss or damage.** Students are not permitted to use bicycles, skateboards, scooters, or rollerblades on campus at any time.

## EMERGENCY & MEDICAL

### EMERGENCY CONTACT INFORMATION

Please inform the school office of any changes in student information: business, home and cell phone numbers, address, and emergency and medical information. If parents are going to be out of town, please let the office know who is responsible for your child during your absence.

### HEALTH REQUIREMENTS/SERVICES

An up-to-date immunization record for each child must be on file in the school office. All students must fulfill the State of Arizona requirements about immunizations or have a proper waiver on file in the office. Reports of compliance are submitted annually to the appropriate state agencies as required. Students not complying with requirements will not attend class until all immunizations are completed.

**Medications** will be administered based on the following criteria:

- Parent/Guardian must complete the Student Consent for Medical Treatment form to authorize dispensing of over-the-counter medications to their child.
- According to the State Department of Health Services, only current prescription medication authorized by your child's physician may be administered. All prescription medications must be in the original containers. Any questions regarding the dispensing of prescriptions should be directed to the health office.
- School personnel will not administer injections to any child.
- Students are not allowed to carry prescription medication on their person, except inhalers for asthma, and only when written authorization is on file.
- WVCS will not administer prescription medications after 3:00 PM. The only exceptions are breathing treatments, Narcan, and Epi-pens.

Students becoming ill should report directly to the school office via a pass from a teacher. A child who becomes ill or develops a fever must be picked up from school. The student must be signed out in the school office before leaving campus. A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. ***If your child appears to be ill, please do not send him/her to school.*** Keeping a sick child at home prevents the spread of illness in the school community and gives the child the opportunity to rest and recover.

The following guidelines should be considered when making the decision as to whether your child should come to school:

**Fever:** The child should remain at home with a fever greater than 100°. The child can return to school after being fever-free for 24 hours without fever-reducing meds.

**Diarrhea/Vomiting:** A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

**Conjunctivitis (eye infection):** Following a diagnosis of conjunctivitis, the child may return to school after the first dose of prescribed medicine.

**Rashes:** Common infectious diseases with rashes are contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.

**Colds:** Keep your child at home if he/she is experiencing the discomfort of cold symptoms, such as nasal congestion and cough. A continuous colored discharge from the nose may be a sign of infection. Consider having the child seen by your health care provider. Students may return to school after being symptom-free for 24 hours.

**Communicable Diseases:** The State Health Department requires written permission from a private physician or the Health Department to return to school after having a communicable disease, including, but not limited to measles, chicken pox, mumps, scarlet fever, hepatitis, and impetigo.

**COVID-19:** Students experiencing symptoms indicating they have contracted the COVID-19 virus (such as fever, chills, cough, shortness of breath, difficulty breathing, unusual fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and/or diarrhea) are not allowed to attend school. When the student is free of all symptoms for at least twenty-four hours, they may return to school.

In the event WVCS becomes aware that a student has been exposed to a confirmed, active case of COVID-19, the school will notify the student's parents. WVCS will make every effort to maintain the confidentiality of individuals who are ill.

According to the guidelines established by Maricopa County, students who test positive for COVID-19 must remain in quarantine for ten days from the onset of symptoms. Quarantined students may return to school on day eleven if they have been free of all COVID-19 symptoms for at least twenty-four hours. Students living in the same household with a family member who tested positive should remain home until discussing their situation with the principal. The principal will decide the best time for the student to return to school based on Maricopa County health guidelines, their level of exposure, and their potential impact on fellow students and teachers.

**Head Lice: Children with head lice or nits may not attend school and may be readmitted only after treatment has been started and examined by authorized school personnel.** Suggestions for proper treatment may be obtained in the school office.

## INSURANCE

All students are required to have medical insurance. If you do not have insurance, you will be required to purchase student insurance through the office. If you do have other insurance, this student accident plan can help fill gaps caused by deductibles and co-pays. Information concerning the various types of coverage is available through the school office.

## **FIRE DRILLS, LOCKDOWNS & LOCKOUTS**

The signal that initiates a fire drill is by automatic bells in accordance with State Code. The school practices lockdowns and fire drills regularly. The purpose of fire and lockdown drills is to instill thoroughly in the mind of the student the correct procedure for clearing or locking down buildings so that in case of emergency, it may be done without confusion. Students shall remain quiet and with their group until the teacher has taken roll and the all-clear signal is given. During a lockout, no one may exit or enter the school. Lockouts are initiated by law enforcement when they deem it potentially unsafe for students to be outside due to an incident near the school.

## FINANCIAL

### TUITION BILLING, PAYMENT & MANAGEMENT

Invoices are sent monthly. It is imperative that invoices are paid by the due date (net-15). If circumstances prevent an on-time payment, please contact the WVCS Business Office to communicate the situation and a plan to catch up on the missed payment.

**Past Due Accounts:** If a family account is audited and has a past due balance, WVCS will implement the past due balance policy.

Procedures:

- a) Past due accounts of \$2000.00 will be notified by the business office and alerted to their situation.
- b) Past due accounts of \$3000.00 will be alerted to their situation and asked to send a 30-day resolution plan to the business office manager.
- c) The plan will be sent to the administrator within 5 days of the notification for approval. The plan may include the following payment resolutions (tax credit scholarships, credit card payments, and income tax refunds).
- d) The board will be notified when a family reaches the \$3000.00 limit.
- e) If a family account exceeds the \$3000.00 limit, they will be required to set up an appointment with the business office manager to discuss their account and the options available.
- f) Past due balances in one school year will not be carried over to the next school year. All accounts must be paid in full before the first day of school in August.

### FINANCIAL ASSISTANCE / SCHOLARSHIPS

A limited amount of student financial aid is available. Eligibility is based on the family's financial need and the student's academic, citizenship, and positive spiritual impact. Parents are also encouraged to participate in the SCRIP program, offering an opportunity to earn tuition credit through their regular purchases at a wide variety of stores and restaurants. Enrollment and order forms are available in the school office.

Families may also apply to the Arizona Christian School Tuition Organization (ACSTO) which is available to all who pay Arizona state income tax and the Arizona School Choice Trust (private school tax credit assistance based on financial need). Information on these programs is available in the Administration Office.

Additional scholarships, such as Folds of Honor (military), are available and can be accessed via online search engines.

### REFUNDS / WITHDRAWALS

Written notice is needed if the parent wishes to withdraw their child from school. This notice is valid only when a withdrawal form is completed in the school office. If the student withdraws, the tuition will be prorated based on the number of days in the school year. **All financial obligations must be paid before transcripts are released.** Students may not return to school for a new year if the account remains delinquent from the preceding year. Registration fees are non-refundable.

## **PLEDGES**

Pledges are routinely recited at WVCS. Students are expected to stand respectfully and participate.

### **PLEDGE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty for all who believe.

### **PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

# APPENDIX A: LEAD THE WARRIOR WAY

## LEAD the Warrior Way

|                                                                                                                                                                                                     | Classroom                                                                                                                                                                                                                                                                  | Cafeteria                                                                                                                                                                                     | Restrooms                                                                                                                                                                                                                          | Playground or Common Areas                                                                                                                                                                                      | Transitions and Pick Up                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>L</b></p> <p><b>Live Respectfully</b></p> <p>Romans 12:10</p> <p><i>Love one another deeply as brothers and sisters. Take the lead in honoring one another.</i></p>                           | <ul style="list-style-type: none"> <li>• Listen to others</li> <li>• Follow dress code</li> <li>• Be an active participant</li> <li>• Allow for personal space</li> </ul>                                                                                                  | <ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Follow directions and procedures</li> <li>• Use appropriate voice level</li> <li>• Respect supervisors</li> </ul> | <ul style="list-style-type: none"> <li>• Use for intended purpose</li> <li>• Keep hands to self</li> <li>• Go quietly back to class</li> <li>• Use an appropriate voice level</li> </ul>                                           | <ul style="list-style-type: none"> <li>• Follow directions given by adults</li> <li>• Play fairly and follow the rules</li> <li>• Follow school expectations when interacting with peers or siblings</li> </ul> | <ul style="list-style-type: none"> <li>• Engage in appropriate conversations</li> <li>• Follow teacher and school expectations</li> <li>• Use appropriate voice level when outside the classroom</li> <li>• Keep areas clean</li> </ul>                       |
| <p><b>E</b></p> <p><b>Embrace Integrity</b></p> <p>2 Corinthians 8:21</p> <p><i>Indeed, we are giving careful thought to do what is right, not only before the Lord but also before people.</i></p> | <ul style="list-style-type: none"> <li>• Support others in need</li> <li>• Meet assignment expectations</li> <li>• Lead by example</li> <li>• Be honest</li> </ul>                                                                                                         | <ul style="list-style-type: none"> <li>• Remain in your spot in line</li> <li>• Use table manners</li> <li>• Be polite</li> <li>• Sit by those sitting alone</li> </ul>                       | <ul style="list-style-type: none"> <li>• Use only as needed</li> <li>• Report problems to an adult</li> <li>• Keep the restroom clean</li> </ul>                                                                                   | <ul style="list-style-type: none"> <li>• Include others in play</li> <li>• Admit when you make a mistake and make it right</li> <li>• Report bullying</li> <li>• Christlike sportsmanship</li> </ul>            | <ul style="list-style-type: none"> <li>• Calmly walk to destination</li> <li>• Say excuse me to get by</li> <li>• Report vandalism</li> </ul>                                                                                                                 |
| <p><b>A</b></p> <p><b>Act Responsibly</b></p> <p>James 4:17</p> <p><i>So it is sin to know the good and yet not do it.</i></p>                                                                      | <ul style="list-style-type: none"> <li>• Use materials and equipment appropriately</li> <li>• Bring Required materials</li> <li>• Follow directions and procedures</li> <li>• Be prompt</li> <li>• Stay on task</li> <li>• Take responsibility for your actions</li> </ul> | <ul style="list-style-type: none"> <li>• Remain in seat</li> <li>• Keep hands to yourself</li> <li>• Walk</li> <li>• Eat your own food</li> <li>• Handle food appropriately</li> </ul>        | <ul style="list-style-type: none"> <li>• Go directly to the designated restroom</li> <li>• Use toilet, flush, wash hands and leave</li> <li>• Walk safely in the restroom</li> <li>• Return to class in a timely manner</li> </ul> | <ul style="list-style-type: none"> <li>• Stay in assigned area</li> <li>• Use equipment safely as intended</li> <li>• Line up promptly</li> <li>• Report strangers or dangers to an adult</li> </ul>            | <ul style="list-style-type: none"> <li>• Go directly to assigned area</li> <li>• Avoid distractions</li> <li>• Arrive and depart on time</li> <li>• Have a pass or walk with your class</li> <li>• Keep hands, feet, and other objects to yourself</li> </ul> |
| <p><b>D</b></p> <p><b>Display Kindness</b></p> <p>Ephesians 4:32</p> <p><i>And be kind and compassionate to one another, forgiving one another, just as God also forgave you in Christ.</i></p>     | <ul style="list-style-type: none"> <li>• Use kind words (ex. please, thank you)</li> <li>• Encourage others to do their best</li> <li>• Accept differences</li> </ul>                                                                                                      | <ul style="list-style-type: none"> <li>• Respect others table space</li> <li>• Help others in need</li> <li>• Engage in appropriate conversations</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Respect school property</li> <li>• Respect the space and privacy of others</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>• Assist others when needed</li> <li>• Encourage others</li> <li>• Engage in appropriate conversations</li> <li>• Listen to other's ideas and feelings</li> </ul>        | <ul style="list-style-type: none"> <li>• Use graced filled words</li> <li>• Greet people positively</li> <li>• Help others in need</li> </ul>                                                                                                                 |

West Valley Christian School

