

# Valley Christian School



Valley Christian School

# VALLEY CHRISTIAN SCHOOL

Dear Parents,

Welcome to Valley Christian School. We are enthusiastic about the partnership that we have with you in the training and education of your child. As we serve God in this ministry, we intend to do the best job that we can. It is our precious privilege to see your boys and girls grow and mature in the formative years. The rewards are great.

A school's operation involves many details. To assist in keeping you informed, this handbook has been prepared. Your agreement to partner with us is consent that you will abide by the policies and procedures set forth in this handbook. We trust it will be of help to you. The Valley Christian School Board of Directors reserves the right to make policy changes or additions as it deems necessary and appropriate.

Sincerely,

Susan Caler (Mrs.)  
Head of School

# VALLEY CHRISTIAN SCHOOL

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# VALLEY CHRISTIAN SCHOOL

## Mission

THE MISSION OF VALLEY CHRISTIAN SCHOOL IN PARTNERSHIP WITH EACH PARENT  
IS TO DEVELOP CHRIST-CENTERED THINKERS, WITH A HEART FOR GOD,  
EQUIPPED TO EXCEL IN ALL ASPECTS OF LIFE.

The mission of Valley Christian School is realized through the vision set forth in our biblical training, the academic program, extracurricular activities, service projects, and day to day encounters between faculty, staff, and students.

## Vision

OUR VISION IS TO GROW STUDENTS WHO ARE DEVELOPING AS JESUS DID IN LUKE 2:52:  
AND JESUS GREW IN WISDOM AND STATURE, AND IN FAVOR WITH GOD AND MEN.

## Core Values

This vision, with the power of the Holy Spirit and God's Word, will produce students who have completed our program and graduate with the following core values:

- Developing the Christian mind; has a Biblical world view and knows one's proper place in the world
- Has a thirst for truth and righteousness and accepts criticism
- Demonstrates the ability to think critically and problem solve
- Manages time well and desires excellence in school work
- Has a godly appearance and is physically fit
- Confesses Jesus Christ as Savior and desires to please Him
- Admits wrongdoing and is willing to forgive
- Respects the authority and property of God and man
- Cooperates, encourages, and is gracious to others
- Is poised and expresses self well
- Practices servant-leadership; able to lead and follow

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## Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), his miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:9), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. 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 condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)

# VALLEY CHRISTIAN SCHOOL

## Philosophy of Christian Education

The educational philosophy of Valley Christian School is God-centered and is based on the belief that God's laws, principles, ethics, and standards are absolute truth (John 17:17), that the Bible is the inspired Word of God (II Tim. 3:16), and that Jesus Christ is the Son of God (Luke 3:22) and the Creator (John 1:3) (Psa. 18:35) and Sustainer of all things. Each child is viewed as a separate and unique creation of God. Therefore, every child is accepted and loved. Every child is an individual with his or her own rate of physical, social, emotional, cognitive, and spiritual maturation; therefore, the school environment will influence each child differently. All children will grow in all areas of development through play, academics, school activities and programs, and interaction with the people and objects in their environment. Very young children do not need to be forced to learn. They are motivated by their own desire to understand the world, and thus they learn experientially.

The goal of Valley Christian School is to provide a loving and nurturing Christian perspective that will foster a God-inspired confidence and a child's acceptance of his or her role in life at home, at school, at play, in the community, and at church.

This philosophy will be the guiding vehicle for applying biblical principles to teaching practices. All philosophies of subjects, policies of the school and of the school board, curriculum materials, and teaching methods at Valley Christian School shall conform to this philosophy of Christian education.

Certain objectives have been established in order to implement this philosophy:

1. To teach that the Bible is the inspired Word of God, thus developing attitudes of love and respect toward it. Students are expected to obey the principles taught from God's Word. (2 Timothy 3:15–17; 2 Peter 1:20–21)
2. To teach biblical character qualities and provide opportunities for the students to demonstrate these qualities. Students are expected to imitate Christ in their attitudes, words, and actions. (1 Samuel 16:7; Galatians 5:22–23)
3. To teach the students respect for and submission to authority from God's perspective. Students are expected to honor those in positions of authority. (Romans 13:1–5; Hebrews 13:17; Ephesians 6:1–3)
4. To help students develop a Christian worldview by integrating life, and all studies with the Bible. Students are expected to consider God's Word as it relates to all subject matter. (2 Peter 1:3)
5. To help students develop their identity as unique individuals created in the image of God and to attain their fullest potential. Students are expected to work diligently and to the best of their ability. (Psalm 139:13–16)
6. To teach students to treat everyone with love and respect as unique individuals created in God's image. Students are expected to honor fellow students. (Philippians 2:1–4; Ephesians 5:21)
7. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children. Parents are expected to partner with Valley Christian School in training their child in all areas set forth in Luke 2:52. (Deuteronomy 6:4–7; Proverbs 22:6)

# VALLEY CHRISTIAN SCHOOL

## VCS Policies

### VCS Student

Educational and developmental needs of the whole child are pursued using Luke 2:52.

- Wisdom-mentally, academically, acquiring knowledge, making godly choices
- Stature-physically, exercise, nutrition, rest, appearance, “temple” bodies
- Favor with God-spiritually, need for a Savior, need for Christian growth
- Favor with men-socially, being a friend, serving others

Professional ethics- Each student is respected, honored, and valued as with the mental, physical, spiritual, and social gifts and talents that God gives to each. Paul speaks regarding spiritual gifts in I Corinthians 12:4-6.

High standards- Each student is expected to achieve to the best of his/her ability. Colossians 3:17.

Sensitivity and consideration is given to each individual student- Faculty and staff is sensitive to the culture, gender, language, and special needs of students and their families. International students (I-20 approved), ESL students, boys versus girls, and learning-disabled students are given modifications, accommodations, and special consideration in the school programs. Our goal is to teach in such a way that all students make reasonable and adequate yearly progress.

Valley Christian School does not discriminate on the basis of race, color, national or ethnic origin, or gender in the admissions process or in the implementation of its programs or activities.

### VCS Board of Directors

Bylaws govern the establishment and control of the VCS board of directors.

The purpose of the VCS board of directors is to develop general school governance policy, hire the head of school, provide direction and strategic planning, ensure the financial stability of VCS, define the role of the school board, and the roles of those who interact directly with the board.

Their duty shall reflect a clear Christ-centered governance and leadership model. Their duty is to provide spiritual leadership to the staff, students, and other stakeholders in fulfilling the Christ-centered mission of Valley Christian School.

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## VCS Finances

Financial obligations are conducted with integrity and biblical principles. Income received from tuition is used for education-related expenses within the school. The budget aligns with the program goals and input is received from all stakeholders. A financial review will be conducted annually. Valley Christian School complies with local, state, and federal laws where applicable. The VCS board supports the administrative leadership of the head of school.

## Reenrollment

Reenrollment letters are mailed after January of the current school year. A letter of invitation is sent to families who have demonstrated student and parental cooperation of school policy, desirable behavior and performance and whose tuition is current.

# VALLEY CHRISTIAN SCHOOL

## Dress Code

Our dress code is applicable to students in grades K-7. Uniforms are not an option. Students must comply with the following guidelines:

### **Non-Gym Days**

Girls: VCS golf shirt, VCS long sleeve "T" shirt, VCS sweatshirt or hoodie worn with navy or khaki traditional 2 or 4 pocket, straight-legged cotton/twill pants or walking shorts or navy or khaki cotton/twill, polyester or corduroy skort or skirt. White blouse, white or navy turtleneck may be worn with cotton/twill, polyester, or corduroy navy or khaki jumper. Girls may wear a navy or white turtleneck under the VCS logo shirts or a navy cardigan sweater.

Boys: VCS golf shirt, VCS long sleeve "T" shirt, VCS sweatshirt or hoodie may be worn with navy or khaki traditional 2 or 4 pocket, straight-legged cotton/twill pants or walking shorts. Boys may wear a navy or white turtleneck under the VCS logo shirts.

### **Gym Days**

VCS short sleeve "T" shirt or sweatshirt with any navy shorts or solid navy fleece sweatpants. Sneakers must be worn by all students on gym days. Students may not participate if they are out of uniform on gym days.

Shirts must be tucked in at all times on non-gym days  
All white, navy or khaki clothing must be solid colored

**What not to buy for uniforms:** Clothing with logos other than the VCS logo. Colors other than navy and khaki are also unacceptable. If you have a question, please call the school before you make your purchase.

### **Dress Down Days**

Dresses down days are held occasionally and may require specific colors or designs just for fun. Students must comply with the regulations for that day or wear the regular uniform. Of course immodest clothing or undesirable logos are never permitted.

- Strapless or spaghetti straps are unacceptable. If you are in doubt you probably should not wear it.
- Students who participate in Reading Olympics may wear the current team shirt for the remainder of the year. The same is true for Field Day shirts.
- Students are required to wear uniforms on field trips but may dress down on the following day. Dress Down Cards may be used on any day providing the card is presented on the day of use.

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## Essentials of the School Day

### Attendance

Length of school day is 8:40 AM-2: 50 PM for grades Kindergarten through 7. The preschool program begins at 8:45 and for half day students concludes at 11:45. The school office is open from 8:30 AM—3:30 PM. An answering machine is available when the office is unmanned. Students should enter the building with their class. Preschool children are the only children escorted to their classroom by parents. Students must be in school for more than 3.25 hours to be considered in attendance.

**TARDY** students should be brought to the office for drop off if they do not enter the building with their respective classes.

**Early Dismissal** days dismiss at noon. Most districts provide transportation on these days. Check with your local district office or the VCS office for availability. ASP will be open on some early dismissal days; consult the school calendar or Valley Voice for this information.

**Before School** program begins at 7:30 AM and ends at 8:30 AM. Monthly bills are issued for use of this program. Failure to pay the current months bills may constitute denial to the program.

**After School** program begins at 2:50 PM and ends at 6:00 PM. Rates per hour are payable in 15 minute increments. Please call or send a note if your child needs to stay after school on a day that is not previously scheduled. After School Supervisors should be familiar with all persons who may pick up a child. In case a call needs to be made after office hours, the phone number to reach the ASP supervisor is 267-767-3709. If students are not picked up by 6:00 PM, a \$1.00 per minute late fee is charged. Privileges for this program may be suspended for failure to pay your bill on time or misbehavior.

### Communication between home and school

Mandatory parent teacher conferences are held in November for all grades. Optional conferences are offered by teachers or requested by parents in January. Informal or scheduled conferences are held throughout the year at the request of either party. Interims, report cards, informal/formal observations are reported to parents and used as a basis in the conferences.

Interims and report cards are given four times yearly to grades one through seven. Report cards are given four times yearly to kindergarten. January and June progress reports are given to preschool students.

Teachers are available via phone, email, or personal meetings during regular school hours.

Daily verbal communication, periodically posted information, emails and monthly newsletters are sent home from the preschool teacher. Grades K through 7 teachers send emails and/or weekly letters informing of events, trips, units of study, assessments, projects, etc.

VCS desires to use the Matthew 18 principal for resolving differences: that is the clear and honest communication between school and home is encouraged. The words that come out of our mouths and the attitude of our hearts should be for the benefit of all parties involved as per the admonition in Ephesians 4.

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**Telephone calls** with your student should be made and received through the school office with permission from an adult in authority. Students may not use cell phones during school hours. Cell phones should be turned off and remain in backpacks throughout the school day. The school is not responsible for lost or stolen cell phones at school. The school secretary will convey message to/from the students and parents. Only in the case of an emergency will students be permitted to leave class and speak on the phone. Students or office staff may not call home to secure permission for school activities.

The **email address** of the school is [info@vcskids.com](mailto:info@vcskids.com). The office phone is 215-947-4581. Every faculty, staff and administration personnel have a school email address. It is the person's last name, first initial and then @vcskids.com. Parents should email the faculty and staff directly with questions or discussions. Only matters of emergency, dismissal changes or generic questions need to go through the office. Mrs. Nancy Schmid manages Hot Lunch, dismissal and special event information. She can be reached directly via email or at 215-947-4206. Mrs. Annette Tusing is the Development Director and can be reached directly at 215-947-4207.

A **school directory** is issued by the end of September. Please submit your address and phone number to be included in this directory. If you do not wish for your address or phone to be included please notify the school office in writing; otherwise it will be published.

Email and school directory information should not be used for solicitation or denigration of character.

The **Valley Voice** is a weekly newsletter published every Wednesday and sent via email. You will be responsible for acting upon information requested in this newsletter. Let the office know if your copy was not received through email. Notify the office of changes of address. If you have news regarding a VCS alumni or noteworthy information about a current student, please send it to us for inclusion in this publication. Submissions for the Voice should be sent electronically to the office ([info@vcskids.com](mailto:info@vcskids.com)) by noon on Tues.

Outdoor recess is contingent upon weather conditions. The faculty, staff, and HOS make day-to-day decisions regarding outdoor play. If at all possible, the children will play outside. We encourage students to dress appropriately for outdoor play. We do play outside in the winter and gloves, hats and heavy jackets are a must. Boots and snow pants are required to play in snow covered areas. Children are not permitted to stay inside for recess unless they have a written note or email from parents or in some cases a doctor explaining the medical condition why the child must stay inside. We do our best to make informed and wise decisions.

## Transportation

Transportation to and from school is provided by public school districts or parents. Faculty, staff, and HOS that transport students hold their own insurance and proper driver's license.

Written transportation rules and regulations are provided by individual school districts and fully supported by VCS. Students are instructed regarding proper bus etiquette by drivers, parents, and school staff. It is expected that students remain in their seats with reasonable amount of talking while the bus is in motion. Students are expected to respect the property and space of others riding the bus. The bus driver is to be respected and obeyed. Parents may speak to the driver about their own children. Parents are not permitted to speak to other children on the bus. We ask that parents do not call other homes to discuss bus issues with parents. Matters can be handled through the school. The driver or HOS will handle situations with other children. It is expected that VCS students aid one another as teammates while riding the bus. Abusive language or physical harm of any type will not be tolerated. Most school districts have bus referral forms for discipline issues. The school, parents, and the transportation company receive a copy of the violation. Consequences are the responsibility of the driver and the VCS HOS. Students may be given assigned seats on the bus or removed temporarily or permanently from the bus. In essence, VCS expects the same behavior on the bus

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as students use during the school day. Students are expected to inform the driver before they exit the bus of any situations that do not follow bus guidelines. The best time to deal with a current problem is right now!

Students arriving by CAR should be dropped off between 8:30-8:40 AM. If your child needs to arrive between 7:30-8:30, please take him/her to the Before School program. Do not park in front of the building for drop-offs. Please pull into a designated parking place. Students must be escorted to the playground area from vehicles that are parked. Do not leave running car unattended.

If the weather is inclement, students may be dropped off at the Boyer Auditorium doors. Students should leave the vehicles quickly and move inside to keep the traffic flowing smoothly.

It may be necessary to close school early or cancel school because of inclement weather or an emergency. If your local school district is closed or opening one or two hours late, your school bus will follow the same schedule for most districts. If it is necessary to close school early, please be certain your child knows where to go in case of these emergencies. We may not be able to contact you before your child leaves school. There will be no ASP if we should close early. Check the school calendar for snow closing information. If your child attends half-day preschool, there will be no class with a two hour delay. All day preschoolers should report to class two hours late. There will be no Before School Program on those days.

### Other Important Information

#### **Buying and Selling Merchandise**

Students may not buy or sell items from each other on school property unless this is a result of a class or school wide project. Students may not trade items with classmates.

#### **Birthday Parties**

Invitations should be mailed from your home and not brought to school unless you are inviting the whole class. You are welcome to send in a treat for the class to celebrate in school. Please provide paper products and serving items appropriate to that treat.

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## Guidance Services

### Assessments, Screenings, Referrals

Guidance services include **assessments, screenings, referrals** to community services and resources that support the success of the VCS children and their families. Children must be five years old by Sept 1st to attend Kindergarten and six to attend First grade. Screenings are conducted to determine placement and/or acceptance.

### Standardized Tests

**Grades 3-7 are administered the standardized tests in the spring.**

The Montgomery County Intermediate Unit provides speech screenings and consultative services in occupational or physical therapy, as well as educational psychological evaluations for students. New students may be screened in the fall for reading & math levels.

Valley Christian School offers recommendations for family or student counseling and vision evaluations. Additional tutoring with specific certified teachers or counseling with certified Christian counselors might be suggested or required by the teacher or Head of School. Every effort will be made on the school's part to successfully connect the family with the necessary program.

Valley Christian School does not hesitate to inform parents that the existing program is inadequate for the needs of a particular student and suggest consideration for another school or program beyond VCS. There is no IEP team available at the school. Consideration is given (upon enrollment) of any current IEP's and the ability of the regular classroom teachers to meet the needs of student with diagnosed learning or behavioral disabilities. Often times the classroom teacher is able to fulfill the recommendations given for a particular need.

Consideration may be given to the possibility of a student's **retention** in his/her current grade. Formal and confidential parent teacher meetings will be the venue to discuss this need. (The HOS may be present in such a meeting.) This conversation is never to be conducted in a hallway, the parking lot or in the presence of other parents. Matters of educational ability, emotional or social behavior, or spiritual interest are to be private and scheduled by either the parent or the teacher.

### Student Files

Student files containing application, initial screening results, academic progress reports, standardized test scores, health records and attendance record are kept locked in the school office. Discipline reports, bus discipline referrals, and confidential reports are filed in the administrator's office. All personnel or parents wishing to access the student files must sign out in the appropriate file folder in the student file drawer. A signed parental release form is needed for transfer of records.

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## Student Activities

All activities are an integral part of our program and promote the growth of students academically, socially, physically, and spiritually. Diverse activities may include (or have included in recent years) the following:

- Race for Education Fundraiser (all students)
- Back to School Picnic (all families)
- Instrumental/voice lessons, ensembles or band (grades 2-7)
- After School Clubs-based on interest and staffing (all students by age)
- School Skates (all families)
- School Bowling Party (all families)
- Scholastic Book Fair (all families)
- Secret Christmas Shop (all families)
- Reading Olympics (gr.4-7)
- Math Olympics (gr. 3-7)
- Speech Meet (gr. 1-7)
- Art Exhibition (all grades)
- Spelling Bee (gr. 5-7)
- Geography Bee (gr.3-7)
- Talent Show (all students)
- Pet Show (all grades)
- Field Day (all grades)
- Community Service Projects (all grades)
- Chapel Presentations (all grades)
- Winter/Spring Musicals (all grades)
- Winter/Spring Band Concerts (all band students)
- Physical Fitness Training activities (gr. 1-7 )

Staffing for these activities are VCS faculty, administrator & staff, VCS parents, Christian organization personnel, and/or guests to the school who have been approved by the administration and who agree with our philosophy. Teachers who have students participating in out of school activities are expected to work with their students in preparation for the event.

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### Parent Teacher Fellowship (PTF)

The PTF facilitates parent involvement in the school. The PTF is responsible for the fundraising and fellowship activities of the school.

Parents help in the school in various ways such as: classroom aides, classroom parents, driving for field trips, special class projects and hot lunch. Sign up sheets are sent home in the summer packet. Parents/family members wishing to visit the classroom (other than for the reasons above) during school hours must speak with the Head of School prior to the day of the visit.

For more information regarding the PTF please consult the Valley Voice or contact the PTF Officers.

### Personnel

VCS faculty and staff must profess Jesus Christ as Savior and Lord. Their testimony must bear witness to their faith in Christ. Their lifestyle is based on biblical standards of conduct.

#### Classroom Environment

It is expected that teachers and staff maintain a healthy emotional environment in the classroom. Our Responsive Classroom training and that of scripture admonishes us to go to another to build each other up positively or to confront in a negative situation. Respect for others includes not only verbal interactions but physical reactions as well. Teachers and staff intervene when bullying or physical aggression occurs to protect the emotional or physical well being of the students.

### Instructional Program

#### Instructional Hours

Pennsylvania State requires 180 days of school or 900 instructional hours. Valley Christian School schedules 180 days in a typical school year. The school day extends from 8:40 AM to 2:50 PM, which allows 5 hours and 10 minutes of instructional time. Morning snack/recess break is 15 minutes in length and lunch/recess time is 45 minutes in length. In addition to the core academic areas of instruction (language arts, math, science, social studies), students may participate in physical education, physical fitness, art, general music, band, chorus, foreign language, and technology. Offering of noncore courses is dependent upon staff and scheduling availability. Bible is taught in the classroom each day and chapel is held one day per week on most weeks.

#### Expected Student Outcomes

The curriculum guide includes school wide **expected student outcomes**, a biblical base for each subject, scope and sequence for each subject, overall instructional goals for each subject, instructional resources and textbooks, instructional objectives for each unit, instructional methods, and evaluation and assessment strategies.

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Kindergarten through grade seven expected outcomes includes:

- Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking
- Are proficient in mathematics and science
- Have knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
- Appreciate literature and the arts and understand how they express and shape the students' beliefs and values
- Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the alien, or stranger
- Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner
- Know how to utilize resources—including technology—to find, analyze, and evaluate information
- Are committed to lifelong learning
- Have the skills to question, solve problems, and make wise decisions
- Understand the worth of every human being as created in the image of God
- Can articulate their Christian worldview
- Understand and commit to a personal relationship with Jesus Christ
- Know, understand, and apply God's Word in daily life
- Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love
- Treat their bodies as a temple of the Holy Spirit
- Are actively involved in a church community, serving God and others
- Understand, value, and engage in appropriate social (community) activities
- Embrace and practice justice, mercy, and peacemaking in family and society
- Value intellectual inquiry
- Respect, and relate appropriately with integrity to, the people with whom they play and live
- Have an appreciation for the natural environment and practice responsible stewardship of God's creation
- Are prepared to practice the principles of healthy, moral living

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## Homework

Homework is regarded as an important part of education. It is used to reinforce learning. Parents are responsible to see that daily assignments are completed at home. The amount of homework will vary by grade. A good rule of thumb is 10 minutes per grade per day. Grades 3-7 have their assignments written in an assignment book. K, 1 and 2 bring home a daily folder. Please provide a structured environment and stress the importance of completing all work.

The preschool expected student outcomes may include the following:

### 1. Spiritual

- Understand that God is a loving God
- Understand that the Bible is God's Word
- Use prayer to express their thoughts and needs to God
- Freely share about God, Jesus, and the Bible with others
- Desire to attend church
- Know that God created the world
- Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work.

### 2. Social/Emotional

- Value familial relationships and understand the importance of obeying parents and teachers
- Enjoy and initiate friendships with a variety of individuals
- Learn the art of sharing
- Show empathy and kindness
- Use language to express self, developing positive conflict resolution
- Develop self-confidence in self-initiated activities
- Work to exhibit self-control
- Participate comfortably in group discussions

### 3. Physical

- Acquire and refine the fundamental movements of balance, movement, touch, and coordination
- Acquire and develop fine motor skills
- Recognize that their body is created by God and that special responsibility is needed to care for it

### 4. Cognitive

- Engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question
- Initiate investigation as a result of carefully observing their surroundings
- Enjoy creative expression
- Understand math vocabulary, concepts, and directed activities
- Have appropriate counting, sorting, and comparing skills
- Work well with manipulatives to achieve an appropriate transition into formal schooling

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5. Understand the importance and use of language in the environment
6. Have cultivated prewriting skills in the context of emergent literacy
7. Be aware of different sounds of letters
8. Expected Outcomes for Families

Parents will:

- Understand the importance of being the primary educator of their child and of participating in the educational process, partnering with the school in providing an enriched educational experience for their child.
- Understand the significance of continuing Christian education through elementary, secondary, and college years

The philosophy of Valley Christian School is to provide hands on and active learning, achievement of basic knowledge and skills, godly wisdom and understanding through the eyes of scripture, critical thinking skills and higher-order thinking. Children are encouraged to extend their own learning experiences beyond the classroom.

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# Classroom Management / Discipline Policy

### Plagiarism

Valley Christian School attempts to provide ethical and moral guidelines such as Philippians 4:8 for the use and evaluation of materials such as the Internet or any written material. Student work that uses plagiarism may receive no credit or such a grade as seems reasonable to the teacher and HOS. Plagiarism.com suggests the following as a guideline:

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense.

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

But can words and ideas really be stolen? According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

# VALLEY CHRISTIAN SCHOOL

## Discipline

Discipline comes from the Latin word discipulus, which means pupil; and discipulus is also the root word of disciple. Teachers who think in terms of disciplining as they plan discipline methods tend to use positive strategies for training children.

.....teaching, rebuking, correcting, and training in righteousness... 2 timothy 3:16

Discipline is a process. You are a step in the process.

In general, all students are expected to follow:

4 major rules of the school:

1. fighting is unacceptable
2. proper language is to be used at all times
3. respect for the rights, property and feelings of others, including self
4. respect for and cooperation with adult authority

Bus Rules:

1. stay seated while bus is moving
2. no eating or drinking
3. no yelling or loud talking
4. no throwing objects on bus or through the windows
5. no fighting, scuffling, pushing or tripping
6. follow the directions of the bus driver at all times
7. keep hands and arms inside at all times

Consequences for poor choices may include: (elementary level)

1. Confront the issue
2. Private conversation with student
3. Time-out
4. Fix what's broken, clean what's dirty, make financial restitution
5. Apologize, ask for forgiveness and accept forgiveness – go the extra mile.
6. Loss of privileges (not recess)
7. Loss of school privileges (field trips, parties, assemblies, etc)
8. Assigned seating on the bus (bus related incidences)
9. Loss of bus privileges (bus related incidences)

# VALLEY CHRISTIAN SCHOOL

- 10. Referral to the guidance counselor/HOS
- 11. In-school suspension
- 12. Out-of school suspension

Each classroom teacher has established a list of expectations for behavior, which are shared with parents and reviewed with students on a regular basis.

Consequences for poor choices: (middle school)

Offense	The following consequence applied by teacher	The following consequence may be applied by HOS/GC
<b>Level 1:</b> <ul style="list-style-type: none"> <li>• Cafeteria Infractions</li> <li>• Computer Violations</li> <li>• Disrespect</li> <li>• Electronic devices</li> <li>• Forgery</li> <li>• Inappropriate language</li> <li>• Horseplay</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit</li> <li>• Confiscation of item</li> <li>• Loss of class privileges</li> <li>• Parental contact</li> <li>• Referral to HOS/guidance counselor</li> <li>• Teacher detention</li> <li>• Time out</li> <li>• Apologize – go the extra mile</li> <li>• Fix what's broken, pay for damage</li> </ul>	<ul style="list-style-type: none"> <li>• Talking through the issue</li> <li>• Loss of school privileges</li> </ul>
<b>Level 2:</b> <ul style="list-style-type: none"> <li>• Repeated Level 1 offenses</li> <li>• Bus Infractions</li> <li>• Bullying</li> <li>• Chronic Tardiness</li> <li>• Computer violations</li> <li>• Damage to school property</li> <li>• Disobedient to authority</li> <li>• Petty theft</li> <li>• Physical altercation</li> <li>• Throwing objects</li> <li>• Verbal harassment</li> <li>• Violation of dress code</li> </ul>	Any Level 1 consequence plus: <ul style="list-style-type: none"> <li>• Demerit</li> <li>• Referral to HOS/GC</li> </ul>	Any Level 1 consequence plus: <ul style="list-style-type: none"> <li>• In- school community service</li> <li>• Restitution</li> <li>• Removal from co-curricular activity</li> <li>• Detention</li> <li>• In-school suspension</li> </ul>
<b>Level 3:</b> <ul style="list-style-type: none"> <li>• Repeated Level 2 offenses</li> <li>• Computer violations</li> <li>• Fighting</li> <li>• Possession of weapon</li> </ul>	Referral to HOS/GC	Any Level 1 or 2 consequence plus: <ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Out of school suspension</li> <li>• Expulsion</li> </ul>

# VALLEY CHRISTIAN SCHOOL

## Support Services and Tools

### Library

Valley Christian School has a common library in addition to individual classroom libraries.

### Media and Technology

A formal technology program is offered via a wireless computer lab, to the students through Global Academics and the University of Richmond. The school wide purpose of the technology program is to equip students with skills that will enable them to successfully incorporate Internet information, computer programs such as Word, Excel, Power Point, and Publisher in their daily work. The goal is to view technology as a communication tool to further spread the gospel, to effectively and quickly communicate information to another, to access the worldwide web of information to learn and grow, and to equip students to function in our technologically saturated world.

Each classroom is equipped with one or more computers for student use. Classrooms have been equipped with Interactive Smart boards and Elmo document cameras. Each classroom has a digital camera.

### Internet - Terms and Conditions of Use

VCS has an **Acceptable Use Policy** for all faculty, staff, students, and parents as they interact with information technology in connection with VCS. The administration and/or school board will address misuse of the Internet in accordance with this policy. We desire to prepare students to be responsible as they approach high school, college and eventually a career. *So then, each of us will give an account of himself to God.* Romans 14:12

We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (e-mail) communication with people all over the world.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
5. Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
6. Graphical access to the World Wide Web.

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With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Valley Christian School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. VCS firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of VCS.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a VCS user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

A signature at the end an AUP document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

## **Acceptable Use**

The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Valley Christian School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

## **Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

# VALLEY CHRISTIAN SCHOOL

## Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal personal information of others without permission.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by others.
- All communications and information accessible via the network should be assumed to be private property.

Valley Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. VCS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. VCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the VCS administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

## Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

The use of DVDs, television, audiotapes, videos, Internet clips such as YouTube, etc. that are used in the preschool or before/during/after school programs must:

- be age and attention span appropriate.
- add value and to the overall goals of the program.
- be previewed by the staff.
- be used occasionally as a supplement.
- include teacher involvement introducing and following up with questions and activities that elicit children active involvement.

Use of the computer in the preschool is teacher guided, enhances the curriculum goals, coordinates with daily lessons, and uses strategies to ensure interactive involvement of the young learner.

# VALLEY CHRISTIAN SCHOOL

## Safety and Health

VCS has an emergency operations plan should there be the need to evacuate the building, lock-down the facility, or shelter in place. The plan is given to all faculty and staff and reviewed yearly. Students and staff participate in monthly drills. The building is equipped with a fire security system throughout and is inspected regularly.

Communication to parents will be through KYW radio 1060, our website at [www.vcskids.com](http://www.vcskids.com), a message on the office answering machine (215-947-4581), or a phone call from office personnel.

### Safety

The only access and exit to and from the building will be through the front door below the VCS office. A magnetic lock operates this door from 7:30 AM until 6:00 PM on Monday through Friday and a code is required to open it. Please contact the school office to acquire the code. **Please do not give any children the code information.** A button on the code pad also allows you to buzz the school office during the hours of 8:15 AM to 3:30 PM. If you use the before or after school programs, you must have the code to get into the building. No one will be in the office to let you in! If other family members or friends are picking up your child, remember to give them the code. The school office must have authorization from the custodial parent to allow a child to be taken off school property by others.

If someone enters the building that you do not know, please kindly ask who he or she is and escort him or her to the school office. Students are not to be given the security code.

VCS has Huntingdon Valley Fire Department and Lower Moreland Township Police Department communication at hand in the event of an emergency. The HV Fire Department can be reached at 215-947-2454 and is known as Montgomery County, Station 8. They also have members of the Moreland Area Emergency Response Team. The LM Police Department can be reached at 215-947-3131 for a non-emergency officer response or at 215-947-3132 to speak to someone at the department. Our building is inspected and meets code with the fire marshal. Security advice is obtained from the police department.

VCS is also protected by CLASS (Countywide Law-Enforcement Alerting Safety System), which is connected directly to the police. The Department of Public Safety in Montgomery County provides this service. In addition we have an emergency system for information in the event of a weather related emergency that is also provided by the local police.

Supervision: Children are supervised by sight at all times, and transition of children from one teacher to another or from one area to another is accounted for to ensure the supervision and whereabouts of children at all times.

Field trips: In the event that students leave the school campus adequate supervision will be in place. Parents are asked many times to accompany students if possible. Care is given to prepare the students for what to expect when they arrive at the site. It is imperative that a level of trust be established for each student. Respect and response for authority is necessary to ensure the safety of the children. Written permission must be obtained prior to the field trip. We prefer that only parents or legal guardians of VCS students chaperone trips. Seatbelts must be worn or car seats used. A generic field trip permission slip is secured at the beginning of the school year.

## VALLEY CHRISTIAN SCHOOL

Child abuse or neglect: “Anyone who comes into contact with children during the daily course of their business is considered a mandated reporter of suspected child abuse and neglect and must report their suspicions to Childline (1-800-932-0313) or the Montgomery County Office of Children and Youth (1-610-278-5800).” (Taken from the Montgomery County Guide)

### Health

Appropriate health records are submitted at the time of entry into the program. Records of immunization from previous schools must be delivered to VCS. Parents sign a form in the office to request records or they deliver them to the school office.

Students in kindergarten and grade six must have record of a recent **physical exam**. **Dental exams** are required in kindergarten and grade three. Forms for these exams are available on line.

The Lower Moreland School District Health Services provides vision and hearing screenings to all VCS students in kindergarten through grade seven. Scoliosis screening is conducted for sixth grade. A TB Tine test may be administered to Kindergarteners by private physicians or through the LM Health Services. These tests are scheduled through the office in conjunction with the LM School District and are done at VCS.

The Lower Moreland Public School may offer vaccines or other medicines to VCS students just as they would for their own.

Injury reports are completed by faculty and staff present at the time of injury. One copy is held in the school office and one copy is sent home to the parent on the day of the injury. Every scratch or bump may not have a written report. Discretion is left to the staff or HOS in each case. First aid is administered in minor cases. In the event of an emergency, a phone call to 911 will be made or the HOS may drive a child to the emergency room. Again, discretion is given to the best of our abilities.

Each family is required to complete an **EMERGRNCY INFORMATION CARD** that is kept on file in the school office. This card contains parents or custodians contact information, allergies, permission to dispense Tylenol and Benadryl, emergency contact persons, doctor name and number. Changes to phone contacts must be updated in the school office to prevent delay in the event of an emergency.

The school office keeps a written record of date, time, and medication that is dispensed. The school dispenses Benadryl, acetaminophen, and antibiotic ointment, anti itch cream, Tums, and throat lozenges. All other medication must be provided from home.

The summer packet contains a document titled **SPECIAL HEALTH CONCERNS**. Parents should provide the name of the allergy or existing condition, the symptoms, the prescribed treatment, and the medication held at VCS for such condition. Or parents will indicate Not Applicable on the form. These are filed in the school office.

If you submitted a SHC form, we ask that your pediatrician/allergist give VCS a signed Allergy Action Plan. The plan should instruct the school about medication dosage and administration. Teachers and staff should be knowledgeable of the symptoms of an allergic reaction.

In the case of food allergies, parents should develop a plan for classroom parties or unexpected events. We ask that prepared foods have a preprinted label as much as possible. Send in a “safe” treat or give the teacher a supply of special treats. Role-play different scenarios so your child knows what to do in any situation. Is there a special signal to alert the teacher that a reaction is occurring? What will he or she do if they are on the playground or in the lunchroom? Explain to your child that there may be a time when other kids are having a snack that is not safe for your child to eat. Provide the school with a complete list of foods and ingredients to avoid along with your AAP.

## VALLEY CHRISTIAN SCHOOL

Teachers and staff will make effort to avoid cross contact. Hands, tables, and desks should be washed with soap and water. Volunteers should be informed of potential allergies. Each teacher and staff person will have a list of students with allergies and there will be lists posted throughout the school. The school office will prepare such lists. Substitute teachers should have access to this information. Ingredient labels should be read including craft supplies. Classroom teachers should inform special teachers or other responsible staff of students with allergies. Teachers should talk with the class about how to be a PAL: Protect A Life. Absolutely no harassment and bullying will be tolerated towards students with allergies.

Teachers must be sure to take prescribed medication on field trips. Thought should be given to an emergency plan should the student become ill or injured while on a class trip.

Students may never trade food, purchase food for another student, or share food anywhere in the school. The “no food trading” rule is even in effect on the playground!

Prescription medications for food allergies should be delivered to the school office in their original container with clear directions for dispensing. In most cases we ask that all prescription medication be stored in the school office. If multiple prescriptions are permitted throughout the school, such as epinephrine, please alert the office.

If your child will be eating food prepared by the school, please review the menu and talk with the hot lunch cook. Examine package ingredients together.

### **Illness management and prevention include:**

Hand washing - Effective hand washing techniques---using liquid soap and running water, rubbing hands together for at least ten seconds, rinsing thoroughly, and drying with a single –use towel.

Attendance policy and isolation area—VCS does not have a nurse’s office. Every attempt is made to isolate children who become ill during school hours. We ask that parents make every effort to pick up their child as soon as possible when the school calls. Children with a contagious disease or who have been found to have a communicable condition should not come to school.

Absenteeism interferes greatly with the opportunity your child has to learn. Each day that your child spends in class is important. Non-illness related absences communicate a message to children that school is not a priority.

1. If your child is going to be absent, a phone call to school will let us know that your child is safe with you.
2. Absences due to illness or death in the family are excused absences and work may be made up.
3. An absence due to illness needs a note from home on the day the student returns to school.
4. After a weeks absence due to illness a physician’s permission is required to return to class.
5. A student will have one week to hand in makeup work from the day he/she returns to class.
6. Absences due to other than illness or death in the family are considered unexcused. Teachers are under no obligation to provide work to be done during the absence.
7. After 20 days of absence, a child’s promotion to the next grade will be re-evaluated.
8. Please make every effort to have your child at school during standardized testing weeks. Teachers cannot guarantee that testing can be made up.

If you need information on illnesses and treatment please visit [www.kidgrowth.com](http://www.kidgrowth.com) and see the article titled, “When to send your kid back to school.”

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Parent/guardian communication: Notification will be sent home in some cases when a child is exposed to specific illnesses.

### **Food/Nutrition Services**

Hot lunch is sold 3 days a week for a minimal cost. You may purchase a **Hot Lunch card** for up to 12 lunches, which the office will hold. Each time your child buys lunch the office will deduct one lunch from your child's Hot Lunch card. Mrs. Schmid will inform you when your child's Hot Lunch card needs renewing. Cash or Hot Lunch card must be used on the day that lunch is purchased. We do not issue credit for hot lunch.

Hot lunch is ordered online through our website by Friday for the following week.

If a child comes to school with no lunch, has not ordered lunch and does not have money or a lunch card, we do not call the parents. The child is given crackers and a beverage. If the problem persists, the lunchroom supervisor will call you to discuss the matter. Children may not share lunches, trade snacks or give another student money at any time. This is for the safety of those who may have food allergies, to prevent the spread of germs, and to assure that your child is eating the food you intended for him to have. Students may not touch other students' lunches. Certain foods may be restricted from a particular classroom given the severity of the allergy.

Unless informed by you, we will assume that your child is to eat the lunch that you have packed.

Morning snacks are provided in the preschool. Kindergarten through 6th grade is encouraged to bring a nutritious mid-morning snack. Please, no glass bottles or containers.

## VALLEY CHRISTIAN SCHOOL

### Character, Values, and Spiritual Development of Students

This vision, with the power of the Holy Spirit and God's Word, will produce students who have completed our program and graduate with the following core values:

- Developing the Christian mind; has a Biblical world view and knows one's proper place in the world
- Has a thirst for truth and righteousness and accepts criticism
- Demonstrates the ability to think critically and to problem solve
- Manages time well and desires excellence in school work
- Has a godly appearance and is physically fit
- Confesses Jesus Christ as Savior and desires to please Him
- Admits wrongdoing and is willing to forgive
- Respects the authority and property of God and man
- Cooperates, encourages, and is gracious to others
- Is poised and expresses self well
- Practices servant-leadership; able to lead and follow

Teachers use a 3 fold tool to assess character development and Christian Values.

VCS desires to teach respect, compassion, and caring for self and others. The Bible curriculum, daily devotions, weekly chapel, morning meeting time, and academic activities align with biblical teaching to grow the students in these three areas. VCS has also had the opportunity to participate in many different community service projects throughout the year. Some of these include a Community Service day in memory of Martin Luther King, Jr., Operation Brotherhood, Christmas caroling at local nursing homes, Lemonade sales for children's cancer, making pillowcases for Cases for Cancer, making gifts to bring to the elderly at Christmas.

The Chapel programs are school wide. Each year a different theme is followed. Recent themes include prayer, the names of God, and learning from biblical characters. Teachers and students participate weekly. Chapel consists of singing, prayer and a Bible message. Students help in the singing portion of Chapel by demonstrating hand motions, and accompanying the teachers on various handheld instruments. Students also change the songs on the overhead projector. The students may participate in drama, song, reading and may be used as a prop for the Bible message. VCS students perform two biblically themed musicals per year. Students participate in several community service projects throughout the year. Some events are with a Christian organization and some are with secular organizations. VCS students hosted a school of autistic children for a few years during lunch and recess. Sixth graders attended an ACSI Middle School Leadership Conference. Christian artists perform special assemblies. We recently had someone portray Christopher Columbus. VCS has a buddy program in which older students are given responsibility to care for, teach, and interact with students in a younger grade.

The spiritual disciplines of Bible reading, prayer, Bible memorization, Bible study, devotional reading, and evangelization are exercised and modeled by the faculty/staff and taught to students. These disciplines are practiced in each classroom as well. Faculty/staff are encouraged to be transparent with their spiritual walk. Every day begins and ends with prayer. Bible reading is done daily in the classrooms. The students in 1-6 grades are given weekly Bible memorization. Preschool and Kindergarten work on Bible memorization as well.

All special classes and lunch/snack begin with prayer. Prayer requests are shared and prayed for in each classroom.

Ethical and moral behavior expectations are based on biblical character and values are routinely taught and modeled by the staff, learned and displayed by the

## VALLEY CHRISTIAN SCHOOL

students, and implemented throughout the school. VCS teaches components of the Responsive Classroom which is a social curriculum for students that identify proper interactions with one another. All faculty and staff are required to sign a Statement of Faith and a Life Style Statement, which includes moral and ethical standards. Each member of the board, as well as faculty and staff, are required to write their personal testimony of Faith.

The VCS faculty and staff reflect a Christ-like attitude toward the students by being accessible, warm, sensitive, attuned, attentive, responsive and engaged. Communication is unhurried and meets individual needs and temperaments of the children. Our desire is for parents to express appreciation for the nurturing interactions between teacher, aide, and children. We want the children to be content and engaged in the classroom.

Our goal is for the students to learn and embrace a biblical worldview as taught throughout the day at VCS. We want students to know the gospel, accept it personally, and begin to tell others who are without hope in this world. Teachers embrace opportunities throughout the curriculum to connect the gospel and scripture to real life encounters. Staff professional development is often times biblically based with a desire to know better how to teach to the hearts of our students.

Personal growth is experienced through the daily Bible teaching, weekly chapel, and biblically based performances of the children. Students participate in the collection and bagging of food for the needy in Philadelphia, collecting shoe boxes of gifts for children, collecting food for local food banks, making projects or snacks for intercity after school programs, cleaning and organizing in city churches or nearby Christian camps, raising money for various organizations or individuals in need. Some classes visit the local police station or firehouse to thank our community workers. Students make and send cards for VCS family members who are ill or have experienced death in their family. Students are asked to reach out to visitors in the school with personal words of greeting. Visits to the local retirement homes provide opportunity for service. VCS embraces international students.

## Financial Obligations

Tuition and fees are paid to the Smart Tuition program. Tuition is due monthly. A late fee is assessed after the due date. An application to Smart Tuition must be submitted upon acceptance to the school. The tuition is a flat rate divided evenly for monthly payments. If your child does not attend school for a month, you must still pay the tuition.

Bills for the Before School Program, After School Program and Hot Lunch cards will be generated electronically.

At the end of each grading period, tuition should not be in arrears more than two months. At this point, the HOS and board will determine an appropriate plan of action. If there are extenuating circumstances, please contact the HOS. Graduates intending to participate in the graduation exercises and the graduation trip must have all financial obligations met by June 1. Report cards may be withheld for other students with financial obligations.

Financial scholarships are available according to need. Applications must be submitted as indicated in the Valley Voice.

Bills for lost or damaged text books, damaged or stolen school property and unreturned library books need to be settled prior to the last day of school.

# VALLEY CHRISTIAN SCHOOL

## **Final Thoughts**

We trust that this handbook will be an informative guideline for your family. Refer to it often as different situations arise. If you have any questions, please do not hesitate to call the school office. As with any institution, adherence to general guidelines is essential for the smooth operation of the program. By enrolling your child in VCS, we believe your desire is to abide by our policies. By signing the school application you agreed to abide by the policies and procedures as stated in this handbook.

We will certainly do our best to view each situation on an individual basis. We understand that extenuating circumstances happen and sometimes prohibit the execution of school policy. However, we expect you to communicate with us when that happens.

Policy changes may be made any at the discretion of the Valley Christian School Board and Head of School.

Thank you for your cooperation.