



**2018-2019  
Parent and Student Handbook**

**Valor Christian School International  
3350 SW 182nd  
Aloha, Oregon 97003**

**(503) 642-1593  
(503) 649-8031 Fax**

Dear Students and Parents,

On behalf of the VCSI School Board, and the faculty, we welcome you as a member of our school community. We thank you for entrusting us with your educational needs, and we look forward to a long and happy experience. At VCSI we are on mission, building kingdom and growing disciples. It is critical that students learn important skills in the context of local and global mission so that they can be fully prepared to fulfill the purposes for which they are created. We do this by offering top quality education that build global competencies with 21<sup>st</sup> century skill sets, as well as, engages students in the local and global missions fields. It is our desire to train up a generation of innovative Christ followers who lead in their local and global community.

This handbook was developed to familiarize you with VCSI's policies, procedures, goals, and expectations. Although no handbook can be all-inclusive, hopefully the information in this book will answer many of your questions. We require all students, parents/guardians, and staff to familiarize themselves with the content of this handbook. The education of any child is a solemn responsibility that demands a strong partnership between the parents and the school. VCSI is an independent private institution, the admission to the school and continued enrollment should be looked upon as a privilege.

We ask that you take the time to review this handbook with your child so that all parties will be familiar with its contents. We are grateful you have chosen to partner with VCSI, it is an honor to work with your family.

Blessings,

Angie Taylor  
Head of School

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## **School Administration**

**Angie Taylor, Head of School** - [angie.taylor@valorschool.org](mailto:angie.taylor@valorschool.org)  
**Rashell Linenberger, Dean of Students** - [rashell.linenberger@valorschool.org](mailto:rashell.linenberger@valorschool.org)  
**Erik Neill, Academic Dean** - [erik.neill@valorschool.org](mailto:erik.neill@valorschool.org)  
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**Terletsky Michelle, Elementary Vice Principal** -  
[michelle.terletsky@valorschool.org](mailto:michelle.terletsky@valorschool.org)  
**Matt Dietrich, Athletic Director**-[matt.dietrich@valorschool.org](mailto:matt.dietrich@valorschool.org)  
**Nona Darling, Finance Administrator**- [nona.darling@valorschool.org](mailto:nona.darling@valorschool.org)

## **School Hours**

8:15 am -3:00 pm Elementary  
8:15 am-3:25 pm Secondary

## **Extended Care Hours**

7:00 am-8:15 am  
3:15 pm-6:00 pm

## **Lunch Schedule**

11:50-12:20 PreK-1st  
11:55-12:25 2nd-3rd  
12:00-12:30 4th-5th  
11:10 - 11:55 Secondary

## **Chapel Schedule**

9:20 am -10:05 am Thursdays- Elementary  
9:20 am – 10:05 am Tuesdays- Secondary

## VCSI Mission Statement

It is our passion to seek the TRUTH of God’s identity and our identity in Him. Our students will be able to use their education and apply the truth to gain WISDOM in order to LOVE God and others.

Component of Mission	Scriptural Reference
<i>Part 1:</i> Truth of God and my identity	Gen. 1:27, Jeremiah 1:5, John 1:12, Ephesians 1:5,
<i>Part 2:</i> Discover our God-given potential	Proverbs 22:6, Jeremiah 1:5, Psalm 139:13 – 16; I Corinthians 12:7–11
<i>Part 3:</i> Develop Wisdom	Mark 12:30, Proverbs 1:7, Proverbs 4:6-7
<i>Part 4:</i> Implement a lifetime of Kingdom-building service and love of others	Mark 12:30–31, Matthew 28:19–20, Colossians 3:23, James 1:27

VCSI will strive with the parents to train a child who:

- Understands the truth of who God is and understand his/her personal identity in Christ.
- Is a Christ follower who understands global citizenry in their local and global community.
- Thinks critically and creates innovative solutions.
- Will use their gifts and passion with excellence to contribute meaningful to the world around them in God honoring ways.

### Statement of Faith

*(Adapted from Association of Christian Schools International)*

The school board, faculty and staff of Valor Christian School International (VCSI) affirm, observe and teach (Deuteronomy 6:1-9) these Biblical truths:

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 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 16:19), 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 Christ follower and the lost; they that are saved unto the resurrection of life, and they that are lost pass unto eternal separation from God (John 5:28–29, 2 Thessalonians 1:9).
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).
8. 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 God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27, Psalm 139:13).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind

and is the unchanging foundation for all belief and behavior. The VCSI school board holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

## **VCSI HISTORY**

Valor Christian School International opened our doors in September 2016, with 150 students, 9 full-time teachers, 9 support staff members in Pre-K through 12th grades. The school was housed in Living Hope Fellowship church.

## **Organizational Structure**

Valor Christian School International is an independent private school. The school is under TIE Foundations non-profit. A School Board exists to set school strategic plans and mission. The Head of School is responsible for the day-to-day activities and decisions of the school.

## **Accreditation**

We are accredited by AdvancEd Accreditation Commission. This is the largest most widely recognized accreditation organization. We will use a mix of nationally recognized college credit classes, and advanced classes for the high school level. VCSI chooses to include our K- 8th grade classes in the accreditation. We do this to bring greater accountability and quality throughout our entire program, and set ourselves apart as upholding a standard for excellence.

## **Entrance Requirements**

Kindergarten students must be 4 or 5 years of age on or before September 1, of the calendar school year and must be toilet trained. Example: A child not 5 on or before September 1 will be in K4.

Entrance testing may be required for all new students applying for grades K4 through grade 12. Acceptance criteria include the following:

1. A review of past report cards, standardized test scores, transcripts, and discipline reports.
2. Successful completion of previous grade levels.
3. A discussion with the student and parents confirming each family understands the school training in Christian values so that the potential for a strong partnership between the home and the school will exist.
4. Should there be an academic, disciplinary or other concern, a contract will be agreed upon to ensure a positive working relationship. This may also include a probationary period.
5. VCSI is an evangelical model, and does allow students of different belief systems to enroll in our school. However, VCSI does use the Bible as our standard of truth, and training on our campus. Students and parents must understand when enrolling in VCSI, their student

will be required to attend all chapel and Bible classes. In addition, it is urged that all families carefully read the VCSI Statement of Faith, as this will be taught throughout our curriculum.

VCSI entrance requirements are designed to ensure a student's academic, emotional, and social readiness for a specific grade level and a potential for having a successful and rewarding experience. If the prospective applicant requires special accommodations, parents must be candid and forthright with the administration, supplying all necessary information required to determine the school's ability or inability to meet the student's needs. VCSI will make every effort to accommodate every learner. However, VCSI is limited in the extent of individual services it can provide for students who need additional support. Consideration for admission will include VCSI graduation requirements and course offerings.

**VCSI retains the right to accept or deny admission based on the Entrance Requirements.**

**Valor Christian School accepts all qualified students regardless of race, color, or national origin. All students are afforded the same rights and privileges as provided by the school.**

### **Admission/Withdrawal Policy**

Parents enrolling their children at VCSI must support the school's philosophy and the policies set forth in this handbook, registration form, and contract. Parents are required to sign the Statement of Cooperation when they register their child for the first time, which is included with the online Registration Form. If this request presents any difficulty, the administration asks that you refrain from registering in the school. **VCSI retains the right to deny admission to any child whose needs we are unable to meet.**

Due to high demands for placement in certain grades, students may be placed on a waiting list.

No student is enrolled until all fees have been paid. These fees are **non-refundable**.

State law requires all students to have a **OR Certificate of Immunization** form, available only from a doctor's office or the Health Department, on file prior to the first day. **The law requires the child to be excluded from class until this form is received.**

It is understood that attendance at Valor Christian School is a privilege and not a right. This privilege may be forfeited by any student who is not willing to conform to the standards and rules of our school both in conduct and attitude.

Elective withdrawal or transfer of a student must be made in writing by the parent or guardian whose name is on the registration form. Tuition continues until this withdrawal process has been completed. Payments are not prorated based on attendance. If a student is withdrawn mid-year, the installment due for the month of withdrawal is due regardless of how many days will be attended in that month. There is a \$150 early termination fee.

### **Financial Policy**

The Board of Trustees and Administration set the tuition and fees of the school.

Payments will be made through FACTS automatic withdrawal. **Please do not give your payment to your child's teacher, put it in your child's book bag, or hand it to a car line attendant.**

All appropriate fees must be paid in full before a student is enrolled or re-enrolled. **Fees are not refundable.** Tuition may be paid in full or in 10 convenient installments from August through May. Payment in full or first installment is due August 1st or August 15th. If payment is not received by August 15, you forfeit the spot being held for your child. If you choose to take advantage of the installment plan, payments are due on the 1st or 15th of the month and are not prorated based on attendance. If a student is withdrawn mid-year, the installment due for the month of withdrawal is due regardless of how many days will be attended in that month.

Textbook usage is included in tuition and textbooks will be distributed to students the first week of school. Textbooks are the property of VCSI, therefore students are expected to take good care of textbooks so they won't be charged for damages. Please see the textbook policy below.

**Tuition installments are due on the 1st or 15th of the month.** A Financial Authorization Online Form is required with registration. Additional fees for online payment may be assessed by the bank. A late payment processed per this policy but denied by the bank for any reason may result in suspension of the student from attending classes unless arrangements have been made with the Head of School.

By registering your child you agree to the terms of the contract and all terms set forth in this handbook.

### **Student Printing Policy**

Students need to plan to print their assignments at home. This includes essays, articles, term papers, etc... In the case of an emergency students will need to go to the administration office and will be charged a fee per page to print.

### **Textbook Policy**

All permanent textbooks are the property of Valor Christian School International. They are issued to students for their use during the school year within their assigned classes. The value of all textbooks is based on the publisher's listed price with a percentile drop for depreciation due to age and condition. Students are not permitted to write or mark in textbooks and are required to maintain and return them in good condition. In cases where a student fails to properly care for their textbook, a financial penalty will be applied according to the following criteria.

- Writing or marking on covers or throughout book – 20% of value.
- Excessive wear or damage to corners, cover, or pages – 25% of value
- Cover torn off or no longer serviceable – replacement value
- Minor water damage, but still in serviceable condition – 25% of value
- Major water damage, but still in serviceable condition – 50% of value
- Major water damage and no longer serviceable – replacement value

- Binding loose or torn, but still in serviceable condition – 50% of value
- Binding loose or torn, no longer serviceable – replacement value

The textbook coordinator is responsible for determining the overall condition of each textbook and will make the determination on serviceability. If a book must be replaced, the student/parent may pay either the current listed value.

## Technology

At VCSI we recognize the tension between the need to educate students in the use of 21<sup>st</sup> century technology and the risks and challenges of unfettered access to online technology. We believe that it is critical that students leave High School not only with the 21<sup>st</sup> century skills necessary to be successful in college and beyond, but also the understanding and self discipline to use the technology in constructive and edifying ways.

To help accomplish this VCSI has a tiered approach to technology use on our campus.

**K-2<sup>nd</sup> grade:** In these grades teachers will model the use of technology in the classroom offering children access to practice with technology in very specific teacher guided activities. Students may interact with online content as a class on the big screen while the teacher operates the device or they may be using our mobile lab to begin building typing skills or to access specific content guided by the teacher.

**3<sup>rd</sup>-4<sup>th</sup> grade:** Our middle elementary grades teachers will help students use technology in guided activities that help students understand how to use online sources to find safe credible information. Students will use our mobile technology lab to begin building research skills and may work to complete assignments using the devices. However, technology will still be used with close teacher guidance and supervision. Students will be introduced to beginning computer coding skills.

**5<sup>th</sup> grade:** In fifth grade we will work with students to combine their previous experience into the idea of good digital citizenship. As students enter middle school and beyond they will become not only consumers of online content, but creators of it. This is an exciting challenge and a big responsibility. We as educators are committed to helping students become ready both in terms of skills and in terms of habits and understanding. Fifth graders will be learning about digital citizenship through the Common Sense Media's digital citizenship curriculum. Through this program students will learn how to make good decisions about what to access and what to post online, as well as, when and where technology use is appropriate.

During Fifth grade we will help students transition into our "bring your own device" (BYOD) program. In the fall of Fifth grade students will continue to use our mobile computer lab as we continue to build skills. In winter term, after Christmas break, students may begin to bring their

own devices to use when the class is working with technology. Students will not be permitted to use their devices without teacher permission and supervision. Beginning Spring trimester we strongly encourage our fifth graders to bring their devices to use in class on assignments and activities. Students will be introduced to beginning computer coding skills.

**6<sup>th</sup> – 8<sup>th</sup> grade:** In the middle school, students will be transitioning to using technology more independently to do both class work and homework. Access to a computer will be an important resource for communication, research and completing assignments. Our sixth, seventh, and eighth graders will participate in our BYOD program and teachers and staff will expect students to have access to their device at home and at school.

Our middle school teachers will continue to work with the Common Sense Media Digital Citizenship curriculum, helping students understand constructive and appropriate usage of devices. Students will continue to practice safe habits and using technology under supervision.

### **Requests for Records**

Official school records will only be provided directly to another school. Unofficial records can be requested by the parent for their own use.

Requests for school records must be made in writing by the parent or guardian whose name is on the registration form, and **will require 3 business days for processing.**

### **Guardianship**

Please be sure the school has on file a court order regarding custody for your child, if applicable. Many times the school finds itself in a situation where it is caught in the middle of family conflicts. If a special situation exists, we ask that the custodial parent make all instructions to the school in writing. Our concern is for the welfare of the child and this can be accomplished only through appropriate channels.

### **School Safety & Security Plan**

Due to the social climate existing in our country concerning security, **all visitors, including parents**, must be buzzed in through the school security door and check in at the security desk. Parents, substitute teachers, and other guests are required to wear an ID badge to ensure safety measures. This badge is issued at the security desk. We have a professional responsibility to ask anyone not wearing an ID badge to check-in with the security desk.

VCSI has formulated and implemented a comprehensive school safety plan to address safety issues facing all institutions possessing a large constituency. There are many national, state, and local codes that we have customized to fit our current needs. We will continue to evaluate and adjust our plan to best serve our students. While we hope that a serious incident never occurs, our goal is to be prepared for any potential emergency. We conduct scheduled drills to deal effectively with emergency situations that could occur in or around the school and church while both are in session. At all times, our first priority is to protect all students and staff from harm.

In order for our emergency-response plans to be effective, we depend on the cooperation and assistance of many people and agencies. We also depend on you, as parents, to support our efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and staff. Therefore, we ask parents to observe the following general procedures in emergency situations:

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system be available for emergency communications.
2. Emergency announcements and status reports will be distributed through a text and email alert system, and possibly through the media. You also will receive instructions on where you should go and how/when you may be able to pick up your child.
3. **Do not come** to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students will be evacuated to Mayflower Montessori School at 17650 SW Alexander St, Beaverton, OR 97006. You will be notified of this through the alert system via text and/or email.
4. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
5. Carefully read all information you receive from the school. You may be receiving updates about our safety procedures from time to time.

### **Sickness Policy**

If your child has had a fever, vomited, or had diarrhea in the past 24 hours, keep them home. Other indicators that your child should remain home are a persistent cough, congestion, or thick, green mucus in the nose. Children coming to school sick will be sent home. If you suspect your child is ill, please keep him home.

If there are any changes in your emergency contact information, parents should make those changes through the Parent Portal. This is most important when sickness or an emergency occurs. The school needs to be aware of any medical problems, allergies, asthma or any other chronic condition, etc.

Parents interested in gathering assignments during absences/early dismissals in elementary are asked to email the teachers directly by 9:00 am so those assignments may be gathered in a timely manner. The teachers will respond via email and the assignment will either be included with the email, left in the office to be picked up by the parent at the close of the school day, or sent home with the student in the case of an early dismissal. Parents or students gathering assignments in 6 grades 6-12 may locate these on Schoology. We ask parents not to interrupt classrooms to gather assignments.

### **Health Policies**

**All students must have a Oregon Immunization Form from a doctor or the health department on file before entering school.** For new students entering from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to have the necessary treatments for immunization.

Parents are required to provide the school written information regarding existing health and medical conditions that may prohibit a student from participating in school programming. This should be provided at the beginning of the school year or at the onset of the condition as it occurs. Examples might be food allergies, sight or hearing problems affecting proper seating, medication needed, or health problems affecting physical activity. A medical treatment form must be on file for children who may require treatment for asthma or allergic reactions. The school nurse will contact you regarding the completion of this form.

**\*\*\*Please note: We are NOT a peanut free facility\*\*\***

We will designate a peanut free lunch table for your child should you this be desired.

**Medication:** If your child must take a prescription drug during the school day parents will need to inform the school office and prescription must be kept and taken in the school office. The medication should be in the pharmacy issued prescription container and delivered to the office by the parent. **DO NOT SEND WITH STUDENTS.** If the student requires a daily medication, be sure to ask the pharmacy to dispense in two containers; one for school and one for home.

**Communicable Diseases:** VCSI desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school office.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an independent physician’s examination to verify the diagnosis of communicability may be required. VCSI reserves the right to make all final decisions necessary to enforce this policy and to take all necessary action to control the spread of communicable diseases within the school.

**Head Lice Policy:** Lice are very easy to spread. **They are NOT** indicative of unsanitary living conditions or a social disease. It is easily treated and contained. Parents should notify the school as soon as lice are discovered on your child. Parents of a child at school found to have lice (which includes live bugs, eggs or nits) will be notified by administration and that child will be sent home until the child is free of lice. The infected child’s classmates will be notified so parents may check for lice. The school will notify affected parents by sending home information pertaining to inspection and prevention of their child. Our goal is to prevent an outbreak.

**Accidents:** Every effort is made to prevent accidents; however, in case of an accident, qualified school personnel will administer first aid. All employees are trained in basic first aid, and CPR. Parents will be contacted in cases of serious accident, all head injuries or illness. If

parents cannot be reached, emergency numbers given to the school by the parents will be used.

## **Attendance Policies**

Regular attendance is critical to both student learning and academic success. Many classroom activities offer important learning opportunities through hands on learning and peer interaction that cannot be replicated outside of the classroom. Parents have the legal responsibility to make sure that students attend school regularly. The following guidelines should be read and understood by both students and parents.

### **Absence Reporting Procedures**

- **Pre-Arranged Absences** – A pre-arranged absence form will need to be completed and signed by the parent or authorized guardian and returned to the office prior to the start of the absence. This form helps communication between teachers, students, and parents. These forms can be found in the school office.
- **Excused and Unplanned Absences** – Call the VCSI School office 503-642-1593 between 7:30 am and 9:00 am or email [attendance@valorschool.org](mailto:attendance@valorschool.org) no later than 9:00 am on the day of the absence. If a parent or authorized guardian did not notify the school via phone or email the day of the absence the student must report to the office with a written note prior to returning to class. The note should include the student's full name, grade, date of absence, reason for absence and the parent or guardian's signature (please print name under signature). Students who fail to bring in a note or email from the parent or guardian within 24 hours (the start of the second day of school after the absence) will receive an unexcused absence for the day they were gone and will be ineligible to make up assignments. Absences may not be excused more than 2 school days following return to school.

### **Excused Absences**

Absences due to illness, court appearances, family emergencies and medical, dental or orthodontic appointments are examples of excused absences. Parents are encouraged to make necessary appointments outside of school hours where possible. If appointments must be made during school hours if possible parents are encouraged to make multiple appointments at different times of day to avoid absence from the same class or curricular activity repeatedly.

### **Pre-Arranged Absences**

When a student is absent for a pre-planned activity a pre-arranged absence form must be completed and on file with the office before the student leaves. This form allows for communication between teachers, students, parents.

### **Partial Day Absence**

If a student arrives after the start of school or leaves before the end of day the office must be notified by the parent or authorized guardian either in person or by signed note or e-mail upon arrival or prior to the student leaving.

## **Excessive Absences**

Whether absences are excused or not, they do adversely impact student success in class. Students who are chronically absent have difficulty meeting learning objectives and may find it difficult to be successful in class. If a student has been absent more than 8 times in a trimester (12 weeks) a conference will be scheduled with the parent or guardian to ensure that the student is able to be successful in finishing the term. Secondary students who miss 10 or more class periods in a trimester may be ineligible to receive credit for the class. Also, dual credit college classes may have additional attendance requirements as required by the collegiate institution that will affect if students can receive college credit. Please see those policies in the class syllabus.

**Early Dismissal:** If a student is leaving early please send a note with your student to give to the teacher. Your student will be waiting for you in the lobby at the appointed time. A parent must sign the student out at the reception desk. Doctor/dentist appointments should be scheduled outside of school hours if possible to avoid distraction in the classroom and accumulating absences.

**Early Release Students:** Students who have an early release must sign out at the reception desk when leaving campus.

**Lunch off campus:** Seniors and Juniors are permitted to leave campus for lunch. Students must have a signed permission slip from their parents prior to leaving. A student may only drive with another student with a signed release form by both the driving student's parent as well as the student's parent who is receiving a ride.

## **Daily Arrival and Departure**

All drivers should enter from 182nd Street or Alexander Street. Traffic flow around the church and school is One Way. *Please see the attached traffic pattern maps*

Parking is available in designated places. Please see school map.

## **Arrival Procedures**

The school day begins promptly at 8:15. Extended Care will begin by 7:00 am. Morning carline and drop off will begin at 7:45 am. Elementary students may be dropped off at the East entrance. Secondary students may be dropped at the Southeast entrance and enter the building by the ramp to the second floor. Please see the map for designated parking. All parents walking students into the building prior to 8:15 should enter through the South entrance. It is the parent's responsibility to be sure their children are safely escorted into the building if a duty teacher is not available outside. Students are not to be dropped off or picked up on the side streets or in front of the church office. There are no faculty members supervising in these areas.

Teachers will open their doors by 8:00 am.

Arrival and departure is not the time for parent/teacher conferences as this compromises student safety.

**Arrival after 8:15 am. All parents and students coming to campus between 8:15 am - 3:25 pm should enter into the building through the South entrance or school office.**

### **Dismissal Procedures**

**Kindergarten through 5th grade dismissal:** Students will be lined up at dismissal with their teacher at the East entrance for carline pick up.

**Secondary school dismissal:** Students will be dismissed at the East entrance of the building.

If your child is not on the line at pick-up time, please go back around to the end of the line to prevent a traffic jam. **PLEASE DO NOT PARK IN THE DROP-OFF/PICK-UP ZONE. DO NOT TAKE YOUR CHILD OFF THE LINE UNTIL THE TEACHER DISMISSES YOUR CHILD. TEACHERS NEED TO KNOW YOUR CHILD HAS BEEN PICKED UP AND ARE REQUIRED TO ENFORCE THIS RULE.**

All elementary school students who have not left campus within 15 minutes of school dismissal time will automatically be sent to Extended Care for supervision and will be billed accordingly. Middle school students will be sent to Study Hall in the library until 3:45, unless they are involved in a school-sponsored program. **No student may remain on campus unsupervised.** If a student violates this rule, it will be dealt with as a discipline issue.

**Parents are expected to be prompt in picking up their children.** If you will be detained, please call the school to inform the teacher and your child.

We realize emergencies happen and you may have to call a neighbor or someone not on your normal pick-up list to come get your child. When this happens, call the school office with the name of the person, description, and car ID. Teachers will ask for identification from that person.

### **Extended Care Program**

VCSI offers an extended afterschool program from 3:00 pm until 6:00 pm for grades K4 - 5<sup>th</sup>. Please see the separate Extended Care brochure for more information.

### **Motor Vehicles on Campus**

The use of motor vehicles by students is considered a privilege, not a right. Abuse of this privilege in any way will result in the student not being permitted to drive on school property. Students are expected to adhere to all the rules set forth therein.

### **Inclement Weather Policy**

In case of inclement weather, Valor Christian School International will follow the Beaverton Public School District's decision regarding closing. Please tune to the local radio and/or TV stations for the information. If Beaverton Public Schools have a delayed opening, we might have a delayed opening. The time school starts will be announced through the parent alert

text and email system. If VCSI needs to be closed for an unforeseen reason, parents will be contacted through the text and email database alert system. Please insure all contact information is current and accurate at all times. Parents should keep their contact information current using the Parent Portal. VCSI reserves the right to make an exception to this policy.

## **Communication**

Parents are always encouraged to communicate with the school at every opportunity. VCSI, in turn, seeks to communicate with families to the best of our abilities. We ask that you carefully read all notes, bulletins, and emails sent home. Please utilize our web site, [www.valorschool.org](http://www.valorschool.org) for another avenue of communication. VCSI will communicate in the following ways: Weekly Newsletter, Website, Facebook, Instagram, Parent Consortium meetings monthly meetings with the Head of School, Teacher emails, Teamsnap for sports. There is also a Staff Directory on our website, which links directly to faculty members. Our goal is to respond to your email within 24 hours during the business week. Please expect a delay over weekends or holidays.

**If you have a concern**, the proper and requested way to begin resolving it is to communicate with the party directly involved. If the concern remains unresolved, the person with the concern should proceed to the next level of authority. If you have a classroom concern, for example, bring your questions or comments at an appropriate time to the teacher, then to the Head of School, then to the School Board. We follow the principle of **Matthew 18:15-17**.

## **Cell Phone Communications**

Cell phones are very commonplace in today's society and can be useful tools to maintain contact between the parent and child. However, they are disruptive of normal school activities. Therefore, students must turn off their cell phones while at school and keep them out of sight. If parents/guardians need to reach a child during the school day, they may call the main office, and a message will be given to the student, immediately if needed. A child who needs to call a parent during the school day may do so by coming to the office. Parents and students should not be texting each other during the school day. Students may use cell phones outside of the building after school, but may not leave the building during the school day for the purpose of using a cell phone. Cell phones will be confiscated, and the student will be penalized.

## **Parent Involvement**

We feel that you have chosen a special place for your children. In order to receive the full advantage of a private Christian education, an active role for parents is necessary and most definitely expected by the school. Become involved with activities sponsored by the school and with our Parent Consortium. VCSI relies heavily on parent volunteers to cover our lunchroom and recess duties. We also invite parents to volunteer within their student's classroom and on field trips. The Parent Consortium is a place for parents to be heard as well as a place to volunteer. The consortium focuses on enriching parent and teacher relationships and conducts fundraising events. If you would like to be involved with the Consortium, please attend the monthly meetings with the Head of School. (Meeting dates can be found on the school calendar).

## **School Lunches**

We're excited to offer tasty, fresh, and healthy lunches. We use an online ordering program through Hot Lunches to help streamline the ordering process. We know parents are busy and hope that this tailor-made program is helpful to you.

Typically, online ordering will open on the 15th of each month and will be available for ordering until the 25th, for meals served the following month. Sometimes it may be different dates due to holidays, short months or school breaks. Payments for lunches are made online once ordering is complete. We accept debit and credit cards but would highly recommend using the echeck option as it doesn't charge the school such a significant fee to process the transaction.

In the event your child forgets their lunch, we do offer an "Oops, I forgot my lunch" bag that includes a small protein bar, string cheese, applesauce and carrots. Parent's FACTS accounts will be charged \$3 for this bag. We will have them available at lunchtime and students just need to ask for it.

- Salad Option \$4.20
- Regular Size Meal Option \$4.20
- Large Size Meal Option (Entree is 50% bigger) \$5.25
- Gluten-Free Regular Lunch \$4.50
- Gluten-Free Large Lunch \$5.25
- Milk \$0.50

How do I order on Hot Lunches?

1. Go to <https://valorschool.ahotlunch.com>
2. Create a Username and Password
3. Enter in your child name(s) and grades for each of your children and use the school code 136.
4. Click on the Order Button select who you are ordering for and pick what meals you want to buy.
5. Pay and you're done.

**\*\*\*Please note: We are NOT a peanut free facility\*\*\***

Parents may request a child sit at a peanut free table for lunch time. A parent should communicate with the school office and their child's teacher any allergies.

## **Field Trips**

Field trips are regularly scheduled throughout the year and are a wonderful way to bring classroom activities to life. Such trips will have a purpose and an objective in mind. Students are required to maintain the same level of self-discipline away from the school as is required at school.

Information regarding date and time will be sent home with the student prior to each trip. Each trip will require a signed permission form.

Teachers will determine a need for drivers and/or chaperones. A parent wishing to drive for a field trip must obtain approval every 2 years by submitting a driver's license, insurance declaration page and complete a background check to the school office **at least one week**

**prior to the day of the trip. Please note: Siblings are not allowed on school sponsored field trips without prior approval.**

### **Money Sent to School**

Children should be discouraged from bringing large amounts of money to school. When money has to be brought for special reasons, it should be in an envelope with the child's name, the amount, and the purpose written on the front. **Tuition payments are not to be sent with a student or in the backpack.**

### **Lost and Found**

All items turned into lost and found will remain at the school for a total of 2 weeks; after that, items without a name will be donated to Goodwill.

### **Parent Teacher Conferences**

Parent-teacher conferences are held officially once per year, as well as needed throughout the year upon request. It is the desire of the administration and the faculty to be of service to both parents and students. We do urge, however, that such conferences or visits be made by appointment at a convenient time for both teacher and parent. **At no time should parents interrupt the class to speak with the teacher.**

If you need to talk with a faculty member, please email them directly.

### **Athletic Participation**

The VCSI athletic department seeks to glorify God through sports. We will strive to teach our kids to play with integrity, honesty and discipline; helping them realize that in everything they do, they represent themselves, their school, and their family. We believe that playing sports can prepare our students with many real life skills such as learning to set goals, working hard, and coming together as a team to accomplish something greater than oneself.

VCSI competes in athletic contests as a Valley 10 League member of OSAA.

VCSI views athletics to be an integral part of our educational system. As a student-athlete, our students will know that academics are a priority, and playing sports is a privilege. This will encourage the realization of their dreams through facilitating a path that will lead to long-term success.

Please review the VCSI Athletic Handbook for more information.

### **Educational Program**

Decisions regarding the educational program at VCSI match the Mission Statement adopted by our School Board. We seek to offer appropriate academic opportunities at all grade levels in order to help each student reach his or her full God-given potential. Academic standards are high, and curriculum is chosen to reflect these expectations. Individual curriculum content is chosen based on several criteria including state and national benchmarks. Classroom teachers regularly measure students' progress using MAPS and teacher made assessments.

Parents will receive information from their child's teacher(s), giving details on the teacher's expectations relating to overall classroom routines, grading policies, and parent-teacher communication.

Special areas include Computer, P.E., Library, Music, Art, Chapel, Bible, and World Cultures. All special areas may not be available to all grades. Students will also participate in weekly chapel services which are creative, dynamic, and focused on worshipping God. We invite all of our parents to come and worship with us.

VCSI desires each student to live a balanced life. The age, grade level, and subject matter are considered as teachers plan the amount of homework. The time needed to complete homework may vary according to the assignment and the independent study habits of the student. If the student is unable to complete homework in a reasonable time frame, the teacher and will be available to schedule a meeting with the parent to appraise the situation.

Please see the Valor Christian School International Course Catalog for more information regarding the academic program for your child.

## **Grading**

### **GRADES, GRADING SCALE**

Grade files are kept on-line and include attendance, discipline and students' academic achievement. Check schoology for current grades and assignments.

High school teachers may use a weighted grading system. Letter grades are reported on report cards.

Report cards are issued electronically three times per year. Trimester grades are reported on the student's transcript and in official school records.

94-100=A (4.0) 90-93=A- (4.0)  
87-89=B+ (3.0) 83-86=B (3.0) 80-82=B- (3.0)  
77-79=C+ (2.0) 73-76=C (2.0) 70-72=C- (2.0)  
67-69=D+ (1.0) 63-66=D (1.0) 60-62=D- (1.0)  
0-59=F (0.0)

Incompletes on report cards must be made up within two weeks from the end of the marking period.

Incompletes not made up on time are to be averaged with zeros and grades recorded as earned, unless prior approval is given by Head of School for extenuating circumstances.

## **HOMEWORK**

Homework may be assigned as it brings meaningful practice to content already covered in class. Homework parameters are based on the average VCSI student and are to include all classes or subjects. Meaningful homework may be assigned in order to provide approximately 10 minutes per night per grade level of the student. In other words, 1st graders may have at least 10 minutes per night, and 5th graders, 50 minutes per night.

**Reasonable homework assignments may be as follows:**

Kindergarten – Pleasure reading

Grades 1-2 - Pleasure reading with occasional additional practice assignments as needed.

Grades 3 – Up to 30 minutes

Grade 4-5 Up to 50 minutes

Grades 6-8 - 1 hour to 1 1/2 hours

Grades 9-12 - 2 hours

This guide is general and may change according to the speed and ability of a particular student or for an occasional special class project. (High schools students enrolled in Dual Credit or AP courses may have a substantially heavier load.) In order to become well-rounded individuals, students need to have time to participate in varied activities outside the school or to just play. Students in advanced classes may have additional homework.

**Holiday Celebrations**

The following traditional holidays are given recognition at Valor Christian School International: Thanksgiving, Christmas, and Easter. While VCSI does not commemorate Halloween with decorations and activities.

**Trimester**

VCSI operates on the trimester system, which means that report cards are issued three times a year, or approximately every twelve weeks. The purpose of these report cards is to give parents an accurate indication of their child’s performance throughout the year. The reports are an evaluation by the teacher of each child’s ability and application in a particular subject. Parents are encouraged to request conferences at any time deemed necessary, as well as to review their student’s grades through our Parent Portal system. Instructions for access will be emailed to the parents at the beginning of the school year.

**Academic Honors**

**Excellent Honor Roll**– Any student who has earned a grade of 93 or above (A) in all academic subjects, including Bible, at the end of the grading period.

**Honor Roll** – Any student who has earned a grade of at least 85-92 (B) in all academic subjects, including Bible, at the end of the grading period.

**Yearly Excellent Honor Roll & Yearly Honor Roll** are determined by averaging trimester results.

**Valor Christian School International**

**Graduation Requirements**

Minimum Oregon State Standards	VCSI Requirements
Language Arts      4 credits	4 credits
Math                      3 credits	4 credits

Science	3 credits	4 credits
Bible	4 credit	4 credits
Social Studies	3 credits	3.5 credits
Physical Ed	1 credit	1 credit
Health	1 credit	1 credit
Foreign Lang	2 credits	2 credits
Tech/Arts	2 credits	2 credits
Electives	5 credits	4 credits
<b>Total</b>	<b>29 credits</b>	<b>29.5 credits</b>

\* One credit represents a year of coursework. Each credit includes 130 contact hours

Receipt of a high school diploma will depend on successful completion of the required courses.

### **Accommodations for Students with Documented Learning Disabilities**

It is the responsibility of the parents/guardians of students with learning disabilities to provide the school with official documentation by a licensed testing service of the nature of the students' learning disability.

### **Dress Guidelines**

VCSI believes there is a direct relationship between a student's appearance, conduct, attitude, values and academic performance. It is our desire that students be allowed the privilege of choosing their clothing with guidelines in order to prepare them to effectively honor Christ in dress. Clothing worn by students will reflect modesty, cleanliness and neatness. These are general guidelines. However, the administration has the authority to determine the appropriate dress and appearance.

**Shirts/Blouses (all Students):** No shirts are allowed which depict grotesque or offensive pictures, messages or advertisements that glorify or depict any person, group, tobacco or alcoholic beverage names. No attitude messages are permitted. Christian themes, sports teams and sportswear logos are acceptable.

**Girls:** Dresses and blouses that are halter style, bare midriffs, low cut (front and back styles), tank tops, or other revealing styles are not acceptable at school or any school function.

**Pants/Shorts (all Students):** Jeans and pants must be neat and clean with no holes, tears or patches unless leggings or tights are worn underneath (no exposed skin allowed) and must be modestly fitting. Students are permitted to wear shorts which are appropriate in length. Shorts

must be worn within five inches from the top of the knee, no shorter. Tight-fitting shorts and frayed shorts are not permitted. Anything so baggy that it would fall down without a belt or anything that exposes undergarments above the top of the pant is not permitted.

**Dresses and Skirts:** These should be modest in length when seated. To measure the appropriate length, it must be no more than five (5) inches above the knee.

**Undergarments:** No undergarments of any type are to be visible during school or at school events (this includes sports bras for females).

**Shoes:** Flip-flops (5th-12th grade only) and strapless sandals may be worn, unless the student is involved in an activity which would require the student to run. At no time are bare feet permitted on the campus.

**Jewelry:** No one is permitted to wear jewelry during P.E. or while participating in sports. No chains are to be worn from the waist.

**Tattoos/Body Markings:** Tattoos are discouraged. However, if a student has a pre existing tattoo, they are required to keep it covered at all times.

**Hats:** Boys and girls may wear baseball caps or beanies. However, this is at the discretion of the classroom teacher. Hoodies may be worn; however, the hood itself must stay off the head.

**Hair:** No extreme styles or unnatural hair coloring (i.e., blue, pink, purple, green, orange, etc).

**Make-up:** No dark, extreme make-up which would be distracting.

## **VCSI Discipline Policy**

A part of assisting parents in raising children to their God-given potential includes classroom discipline, where we endeavor to “Train up a child in the way he should go [so that] when he is old he will not depart from it” (Proverbs 22:6). To that end, each teacher uses a Biblical discipline management system that encourages Godly behavior, establishes consequences for inappropriate behavior, and gives each child the opportunity for redemption and reward. Rather than focusing on punishing wrong actions, this approach has the goal of training our students to make wise choices and exhibit wise actions. It is based on the Biblical descriptions of our behavior, found in the book of Proverbs. The terms used there are wise actions, simple mistakes, foolish actions and defiant behavior. It is important to note that all these terms describe behavior, not the child.

**Wise actions** can be defined as actions that reflect thinking God's thoughts, and acting God's way. We become wise by consistently making wise choices and thinking, "What would Jesus do"? These may include, but are not limited to: following directions, helping others, waiting until you are called on to speak, being prepared for class, turning in homework on time, etc.

**Simple mistakes** are impulsive actions, or actions taken that reflect a lack of foresight for the consequences to come. These may include, but are not limited to: not following directions, following another's inappropriate behavior, not being prepared, talking at inappropriate times, unwillingness to share, etc.

**Foolish actions** are actions taken which demonstrate a lack of understanding that something is wrong, arguing, tattling, and not wising up after repeated correction. Examples can be: arguing when a behavior is corrected, being mischievous for fun, name calling, etc.

**Defiant actions** are actions taken which show an intentional disregard for God's ways. This can be seen in a bad attitude, anger, resentment or disgust expressed towards authority or others, and a refusal to listen to and/or receive correction. These may include, but are not limited to: physically hurting another person, bullying, verbal outbursts, etc.

While this system may look slightly different from classroom to classroom, the goal is the same: to train children to think before acting and to examine their actions in the light of God's Word. Elementary School teachers will include an outline of how they implement the plan in their classroom handbook.

On rare occasions, a parent may be contacted during the school day to discuss a behavioral incident, especially an action that leads to the injury of another child. Open, honest conversations between teachers, parents and administrators are likely to produce the speediest changes in a child's behavior.

We ask that parents advise administration of any changes that may affect the life of our students (sibling or parent illness, separation/divorce, job changes, birth or death in the family). All information will be kept confidential and may prove extremely useful in understanding behavioral changes as well as aid us in attending to special needs.

VCSI will not allow a student who continually misbehaves to continue in their education with us. The Head of School may request the withdrawal of any student who is undermining, by his or her actions or attitude, the principles of a Christian education. We also reserve the right to increase or decrease the severity of stated penalties dependent on the individual circumstances.

***Classroom Expectations:***

- Listen and follow directions.
- Raise your hand before speaking or leaving your seat.
- Keep your hands and feet to yourself.
- Respect your classmates and your teacher.

**Passing Time Expectations:**

- Go directly to class.
- Respect other classmates as they move to their class.

**Lunchroom and Lunch Break Expectations:**

- Keep food and drinks in cafeteria.
- All food and drink waste thrown away in garbage cans.

**In-Classroom Discipline Procedure**

Any behavior that interferes with other student’s ability to learn will be addressed. Students will be given an opportunity to correct their behavior. If they choose not to correct his/her behavior, the following steps will be taken by the classroom teacher:

1. Verbal Warning
2. Verbal Warning: Student to meet with teacher at designated time.
3. Time out with an email or call home: Will be recorded in RenWeb.
4. Lunch Detention if same behavior continues

**Discipline procedure:**

- Student can advance to any step at any time.
- Each week student begins with zero steps
- Any discussion about a student’s steps is welcome after class.  
Discussions/comments during class will earn additional steps.

Behavior which keeps other from learning and can not effectively be corrected within the classroom will be escalated to the Dean of Students, Rashell Linenberger.

VCSI staff takes into consideration whether behavior is a habit or a heart issue which must be addressed. Since each student and situation is unique the following are samples, but not an exhaustive list of issues which may arise and how they might be addressed. The VCSI administration reserves the right to address each situation in a manner which is most effective for the student’s spiritual growth, as well as, the well being of the other students in our school.

<b>HABIT ISSUES</b>	<b>HEART ISSUES</b>
Verbal correction and potential detention. <ul style="list-style-type: none"> <li>● Technology misuse</li> <li>● Lockers – messy &amp; open</li> <li>● Attendance – consistent tardiness</li> <li>● Dress Code Violation</li> <li>● Cell phone use at inappropriate times</li> <li>● P.D.A.</li> </ul>	Automatic conversation with parent and discipline as the administration deems appropriate. <ul style="list-style-type: none"> <li>● Cheating/Plagiarism</li> <li>● Lying</li> <li>● Attitude</li> <li>● Bullying &amp; Cyber Bullying</li> <li>● Disrespect</li> <li>● Sexual Harassment</li> </ul>

<b>Violation</b>	<b>SCHOOL</b>	<b>RESPONSE/CONSEQUENCE:</b>
Dress code violation	ALL	<ul style="list-style-type: none"> <li>● Email home</li> <li>● Call home &amp; required clothing change</li> <li>● Options: T-shirt or new clothes</li> <li>● 3 Violations= Detention</li> <li>● Additional violations = suspension</li> </ul>
Backpack left laying around.  Lockers left open	MS/HS	<ul style="list-style-type: none"> <li>● Detention</li> <li>● Dropped in Office &amp; Detention</li> </ul>
Cell Phone Use at inappropriate times	MS/HS	<ul style="list-style-type: none"> <li>● Phone taken/Parent must pick up</li> <li>● Additional violation results in loss of cell phone privilege</li> </ul>
Inappropriate technology use	MS/HS	<ul style="list-style-type: none"> <li>● Technology taken/Parent must pick up</li> <li>● Additional violation results loss of technology privileges</li> </ul>
Tardies	ALL	<ul style="list-style-type: none"> <li>● 3 tardies in the morning will result in detention</li> <li>● 1 tardy to class during school day is a detention.</li> <li>● 10 tardies results in required Saturday school</li> </ul>
P.D.A.- Students should keep 6 inch distance from each other.	ALL	<ul style="list-style-type: none"> <li>● Detention and call home</li> </ul>
Cheating/Plagiarism	ALL	<ul style="list-style-type: none"> <li>● Zero given on test or homework</li> <li>● Call home and documented in RenWeb</li> <li>● Additional cheating may result in suspension and expulsion</li> </ul>
Lying	ALL	<ul style="list-style-type: none"> <li>● Phone call home</li> <li>● Detention</li> <li>● Additional lying may result in suspension and expulsion</li> </ul>
Attitude/Disrespect	ALL	<ul style="list-style-type: none"> <li>● Detention</li> <li>● Additional offense call home and documentation in RenWeb</li> <li>● Continued offense may result in suspension or expulsion</li> </ul>
Bullying/Cyber Bullying Bullying is any gesture or written, verbal, graphic,	ALL	<ul style="list-style-type: none"> <li>● The administration will conduct an investigation into the incident and</li> </ul>

<p>or physical act, including electronically transmitted. Bullying is conduct that meets the following criteria:</p> <ul style="list-style-type: none"> <li>• is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress</li> <li>• is directed at one or more pupils</li> <li>• is conveyed through physical, verbal, technological or emotional means</li> <li>• substantially interferes with educational opportunities, benefits, or programs of one or more pupils</li> <li>• adversely affects the ability of a pupil to participate in or benefit from the school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress</li> </ul>		<p>consult with the School Board regarding appropriate disciplinary measures. Bullying and cyber bullying is an offense which can warrant immediate expulsion.</p>
<p>Sexual Harassment</p>		<ul style="list-style-type: none"> <li>• The administration will conduct an investigation into the incident and consult with the School Board regarding appropriate disciplinary measures. Sexual Harassment is an offense which can warrant immediate expulsion.</li> </ul>

**Off-Campus Behavior**

Student conduct off campus is reflective of the values of Valor Christian School International and as such, it is important that every student behaves in a manner that supports the stated

values of the school. Should a student choose to participate in behaviors off campus that undermine the values of VCSI, the student may be disciplined or removed from the school. Parents are expected to take appropriate measures to discourage illegal or immoral activity that takes place under their supervision.

### **Social Media**

As students of VCSI, your Facebook, Twitters, Snap Chat, Instagram, texts, and other social media should reflect the values and mission statement of our school. Administration reserves the right to deal with issues that come to our attention. This may include discipline and a request for student to delete inappropriate posts.

### **Disciplinary Consequences**

**Lunch Detention** – Students assigned to lunch detention will be responsible for cleaning the lunchroom and will eat in seclusion under the supervision of the the Dean of Students or assigned monitor for the entire lunch period.

**Loss of Privileges** – This can include any extra-curricular activities.

**School Detention** – Detentions may be assigned when a student has repeatedly broken a stated school rule or policy, or where the Administration deems it as an appropriate punishment for an individual occurrence. Detention will be held at dates and times set by the Dean of Students. Detentions take precedence over all non-academic activities, including athletic practices.

**In-School Suspension** –The assigning of I.S.S. will be done by the Head of School, who will determine the length of the suspension. Teachers will provide academic work for the student to complete during the suspension. The student will have no contact with other students during this school day. Students in suspension, including athletes, may not participate in or attend school sponsored events (at home or away.) A parent conference will be required before the student returns to the classroom.

**Out-of-School Suspension** – O.S.S. may be assigned at the discretion of the Head of School, who will determine the length of the suspension. Students are expected to complete all missed assignments and submit them to the teacher upon their return to school. Students in suspension may not participate in school-sponsored events (at home or away). A parent conference will be required before the student returns to the classroom.

**Probationary Contract** – A probationary contract may be assigned when a student continually violates rules or for a particular severe infraction. The assigning of a contract will be done by the Head of School. A student who violates the terms of this contract may be recommended for expulsion.

**Expulsion** – Expulsion will be given when the student's behavior is severe or is not changing through our normal disciplinary procedure. This can be an individual situation or an ongoing problem. The decision to expel a student will be made by the school administration. If a

student is asked to leave our school, they cannot attend any school sponsored events without permission from the Head of School.

**Note: The administration reserves the right to search any person, technical device, book bag, locker or vehicle.**









