



**Elementary School
Student Handbook
2011-2012**

VENTURA COUNTY CHRISTIAN SCHOOL
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Welcome to Ventura County Christian School!



*"so that you may become blameless and pure,
children of God without fault in a crooked and depraved
generation, in which you shine like stars in the universe..."
Philippians 2:15*

Elementary School is an exciting time in the life of a child. At VCCS, our goal is to enrich each student academically, socially and spiritually in a strong Christian environment. We invite you to read this handbook and become familiar with the rules, guidelines and procedures of our elementary school

Transformational Learning

The mission of Ventura County Christian School is to provide an educational experience for the whole family--from Kindergarten through 12th grade--that is immersed in excellence, innovation and integrity in a Christian worldview.

We embrace transformational learning. At VCCS we hold a strong vision for transformational learning--learning based in a God-centered, loving and nurturing environment that transforms the student academically, spiritually and emotionally.

An educational objective to integrate college-preparatory learning in the context of Christian faith and values--to promote academics, athletics, the arts and Christian discipleship in elementary, middle and high school.

We Experience Transformational Learning at VCCS

An outcome of our educational journey is transformational learning- ***learning that transforms the student academically, spiritually and emotionally into God's personal plan for the individual student.*** Transformational learning is a unique characteristic of VCCS. Our aim is to create a learning environment that is saturated with God's love. From kindergarten through twelfth grade, our

classrooms are expressing and experiencing God's love. Neuroscience research has learned that the brain works best when it "feels loved." Our task at VCCS then is most delightful! As Christians, we partner with God and His love in the education of our students. And--*our students are thriving*. We witness students who are being transformed to become their personal best in the subjects that they study. Our academic records and testimonies from students and families prove just that. ***Our goal is to provide pathway for students to grow and excel in an environment immersed in God's love and enriched in academics—students who are prepared to be God's ambassadors in a hurting world.***

Mission Statement

Ventura County Christian School exists in partnership with home and church to provide a strong college preparatory education with an emphasis on fundamental Christian values, high moral and ethical standards, resulting in students who impact their world to the glory of God.

Statement of Faith

We believe in:

One God, eternally existent in three Persons: Father, Son and Holy Spirit; God the Father Almighty, maker of heaven and earth;

Our Lord, Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory;

The Holy Spirit, by whose indwelling the believer is enabled to live a holy life to witness and work for the Lord Jesus Christ;

The Holy Scriptures as originally given by God, divinely inspired, entirely trustworthy, and the only supreme authority in all matters of faith and conduct;

The salvation of the lost and sinful humankind through the shed blood of the Lord Jesus Christ, by faith apart from works;

The unity of the Spirit of all true believers in the Church, the Body of Christ, where believers would assemble for teaching, prayer, praise, fellowship and ministry;

The resurrection of both the saved and the lost, that they are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation;

We also believe that there are teachings and practices such as baptism, ordination, sacraments, church government, spiritual gifts, end times, etc., with respect to which men and women of good Christian character and principle may differ, and that it is the duty both of private Christians and groups of believers to exercise love and mutual forbearance toward each other in their discussion and observation.

Excellence

We aim to promote excellence at every turn in our school community—in our teaching, our learning, and in our spiritual lives. Our faculty comes from a variety of collegiate and university backgrounds and they provide a strong learning environment here at VCCS.

History

Ventura County Christian High School first opened its doors in 1993 as an independent Christian high school. It remained a high school until 2004, when VCCS became a K-12th grade institution. An integral part of our vision is to be a school where the whole family can attend.

Admissions

Enrollment in Ventura County Christian School is a privilege. VCCS admits students of any race, color, or national or ethnic origin to all rights, privileges, programs and activities generally available to students of this school. Admission is based on Christian values; therefore, the prospective student/family must indicate their willingness to support these values.

Student Application forms are available in the school office or on the VCCS website. (www.vccschool.com)

Curriculum

Core Curriculum: VCCS uses Abeka curriculum for the majority of the elementary curriculum. Our elementary curriculum is Christ-centered.

Grades: Grades are issued in 4 quarters during the school year. Honor Roll achievement awarded for the A Honor Roll, (A grade achievement in each subject) and the AB Honor Roll (A or B grade achievement in each subject)

Enrichment classes: We provide physical education, art, and music classes in our elementary program.

Chapel: Students attend a weekly elementary chapel service.

Fieldtrips: Fieldtrips are incorporated into the curriculum at least once a quarter. Fieldtrips offer excellent hand-on learning experiences and reinforcement to the classroom learning experience.

School Life

I. Arrival and Dismissal

Arrival: School begins at Ventura County Christian School promptly at 8:00AM. Students may arrive on the school campus 15 minutes before school begins. All students enter through the front doors of the school and proceed to their classes.

Dismissal: All VCCS students are dismissed at 3:00 PM. Elementary students will wait for their parent pick up on the front lawn. All elementary classes will stay with their teacher until their family arrives. If a child is not picked up by 3:15, they will be sent to the school office.

Closed Campus & Event Supervision: VCCS is a closed campus. Students may not leave the school campus during regular school hours, without a written request signed by a parent and submitted to and approved by the school office. Students may not leave school sponsored events such as field trips and class outings before scheduled dismissal without a written request by a parent submitted to and approved by event sponsor, teacher, or school office. Students being picked up for appointments must wait in the school office and be signed out by a parent before exiting.

II. Attendance

Attendance is defined as participation in all activities assigned to a student during the time school is open for instruction and student activities. A student must be in regular attendance for the number of school days on the school calendar and is expected to maintain a good attendance record and be in school on time.

VCCS has a high regard for academic excellence and scholarship and believes that school attendance and time spent in study have a significant relationship to achievement and affect a student's overall growth and development. VCCS will notify parents when a student has an attendance problem.

A. Absences

Parents must notify the office on the first day of an absence, giving the reason for the student's absence.

Assignments

It is the responsibility of the student or parent to secure the teacher assignments or tests missed during an absence by calling the school.

Upon returning to school following an absence, student must provide the



school with a note from parent including this information: student's name, grade, and date(s) of absence, reason for absence and parent signature.

Scheduling of make-up work, including tests, will be at the discretion of the teacher. The student will have the same number of days in which absent to make-up the work. Failure to make-up the work assigned will result in a zero grade. Any incomplete grade on a quarterly report card not finalized within two weeks automatically becomes an "F" unless there are extenuating circumstances, which must be reported to the office. With an incomplete grade, the status for the student's eligibility doesn't change until the grade is complete.

Early Dismissal

Every effort should be made to arrange doctor, dental or other appointments after school. When this is not possible, these procedures are to be followed:

Parent (or guardian) must come to the Office to sign out the student. In the case of a divorce or separation, a student will be released only to the parent who has custody, unless the other parent is on the emergency card. A student can be released to an authorized person only if the school is provided written permission from that parent. The parent is then to take the slip to the child's classroom and present it to the teacher. Upon returning to school the same day of an early dismissal, parent is to report with the student to the Office to obtain a re-entry slip and present it to the teacher for admittance back into the classroom.

Excessive Absences

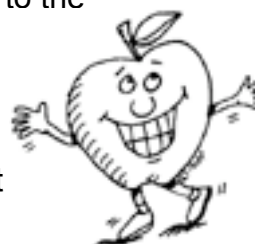
20 Days – A student absent more than twenty days of class cannot be promoted to the next grade level. A notice will be sent to the parents of students whose absences have reached 50% or more of the maximum allowable days.

Family Trips

Family trips and extended absences from school in excess of three days must be reported to the office at least one week in advance. Family trips must be reported prior to the time gone to be an excused absence. Failure to report trips will be recorded as an unexcused absence and will count against the student's unexcused absence limit. Teachers will provide the student with general areas to review and study and any long-term assignment or project due during the absence must be turned in prior to the absence.

In-School Illness

A student who becomes ill or is hurt during school must not leave the campus, but must report to the office. A student needing to report



to the office during class time must first obtain a pass from their teacher.

Unexcused Tardiness

VCCS will employ the following for unexcused tardiness during a quarter.

4th tardy = warning slip

5th tardy = warning slip

6th tardy = detention during lunch recess

7th tardy = conference with the Administrator

II. Conduct

According to the scripture, God has given parents the wonderful responsibility for the nurture and discipline of their children. At VCCS, it is our honor to partner together with parents and families in their student's education and school activity. Our goal is that our students will conduct themselves according to the Christian standards of honesty, integrity, responsibility, and love. In harmony with the principles of Scripture, the rule by which a young person is to live is the conscious aim for God's approval and the enhancement of his or her Christian testimony.

Personal conduct is an integral part of emotional and spiritual development. Positive conduct develops through instruction, modeling appropriate behavior, rewarding appropriate behavior, praise, prompts, etc. (Prov. 22:6; Eph. 4:22-24). These methods help to build and establish in new behaviors and increase the frequency of desirable behaviors.



When misconduct occurs, disciplinary measures will be taken. Every attempt will be made to instill in each student an understanding of the necessity of the consequence for misbehavior and the potentially positive outcome. The discipline policy applies to students while they are on campus, on buses and other vehicles the school might use, or at school functions. Student's behavior at other times or places is the parent's responsibility and not the school's. It is important to remember that our students are representatives of VCCS outside of school and in the community. Overt behavior that impairs the testimony of the school cannot be ignored. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.



Teachers/Faculty

Campus teachers and faculty are responsible to God for the lives placed under their care (James 3:1). They have the authority from the parents to discipline within the limits and guidelines of the discipline policy. It is also their responsibility to work with parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken and being available to parents and students for discussion and counsel.

Administrator

It is the responsibility of the administrator/principal to maintain the proper standards of discipline within the guidelines of the discipline policy.

A. General Conduct Guidelines & Procedures

1. Classroom Conduct & Discipline

Students are to conduct themselves appropriately in the classroom. Specific behavior guidelines are posted and reviewed by each classroom teacher at the beginning of the school year. Most behavioral problems that occur are first handled at the classroom level and may be dealt with by the teacher in one or more of the following ways:

- Verbal or written reprimand
- Loss of privileges
- Parental conference or phone call
- Referral to Administrator

2. Referral to the Administrator/Principal

When a student is referred to the Administrator because of a disciplinary issue, he or she will make an appropriate response considering such factors as the seriousness of the matter, the number of offenses and the attitude of the student. This action may include, but is not limited to:

- Parent conference: The parent is requested to meet with the Administrator.
- Social probation: A student is prohibited from participating in social activities such as field trips, etc.
- Lunch or Recess detentions: A student spends time during lunch or recess, under the direction of the teacher.
- Suspension: A student is sent home for a specified period of time and parents must meet with the Administrator before the student is allowed to return. Class assignments and tests/quizzes may be made up.
- Expulsion: A student is dismissed from VCCS and to return. Expulsion is recommended by the Administrator who will review the case and render a decision. The student and his/her parents are notified in writing by the Administrator of the charges against the student and given an opportunity to meet and to present any information, which may assist him or her in making a decision. The Administrator may support or deny the recommendation, or choose a different response. The student or his/her parents may appeal (in writing to the Board Chairman) the decision of the Administrator to the Board. The Board may or may not choose to hear the appeal. If the Board chooses not to hear an appeal, the

Administrator's decision shall be final. If the Board chooses to hear an appeal, the student or his parents will be notified in writing of a time and place for the Board hearing. Any single action, which is in gross violation of school policy, may be sufficient for recommendation for expulsion.

3. Inappropriate Behavior

The following are not permitted on the VCCS campus:

- Fighting
A student who is willingly involved in a fight will receive a minimum 5-day suspension from school. The Administrator may provocation and assign suspensions or expulsion as warranted. However, a penalty up to and including suspension will be considered for any student who, in the course of defending him/herself, does intentional physical harm.
- Pornography
The possession of any pornographic literature is strictly forbidden and may lead to suspension or expulsion.
- Profanity/Gross Disrespect
Discourteous behavior and inappropriate language will be handled through the discipline report procedure above. However, profane language or gross disrespect for authority will lead to suspension or expulsion. Profane language includes gross sacrilege, vulgar language and obscene gestures. Gross disrespect of authority includes either open defiance or active resistance toward a teacher, staff member, or other adult volunteer, which is either belligerent or vulgar in nature.
- Sexual Harassment
Students who harass other students or staff members by means of overt sexual comments or advances will receive a 2-5 day suspension from school and may, depending on the severity of the incident, be recommended for expulsion.
- Substance Abuse
A student who knowingly possesses, uses, or is under the influence of any narcotic substance, alcoholic beverage, controlled drug, or intoxicant of any kind shall be subject to immediate expulsion. A student who distributes narcotics, an alcoholic beverage, a controlled drug, or an intoxicant of any kind shall be recommended for expulsion.
- Theft
Acts of theft will be subject to one to five days of suspension or expulsion depending upon the severity of the incident and restitution of the items taken.
- Tobacco Use
Smoking is prohibited on school grounds or at school sponsored events. Possession of any tobacco product is prohibited and is

- subject to immediate expulsion.
- Racial Slurs
Students who make use of demeaning racial slurs for the purpose of insulting any person at school or school activity will receive a minimum 5-day suspension from school and may be recommended for expulsion.
- Weapons
A student possessing a weapon or causing/attempting to cause physical injury to a school employee or student shall be recommended for expulsion. Toy weapons and fireworks are prohibited.

III. Dress Code

The dress code is designed to create an environment that enables a student to gain the respect and confidence of others through his/her outward appearance. Neatness, modesty and propriety: The purpose of the dress code at VCCS is to encourage the development of these virtues. It is recognized that there are varied opinions as to what constitutes neatness, modesty and propriety. We request the cooperation of both students and parents in maintaining the school's dress code. Presented below are some specific guidelines.

A. Clothing/General Guidelines

Clothing, books or other school paraphernalia should not be adorned with logos, pictures, patches, buttons, drawings or sayings (stated or implied) which refer to drugs, alcohol, violence, sex or rock groups.



All students are expected to wear a white polo or oxford shirt to Chapel on Thursdays. Girls are expected to wear a Dennis Students may wear shorts and skorts at any time.

Uniform

In all cases, the administration and faculty have the authority to determine compliance.

Athletic attire is appropriate during school hours only in physical education classes.

Pants

Navy blue, khaki, tan or any natural earth tone Dockers' style pants or shorts. Flat or Pleated Fronts; Regular fit (no wide legs, flare or bell bottoms)

- Proper length – no frayed bottoms or intentional bunching
- No cargo, carpenter or painter pants
- Pants must fit properly at the waist



Shirts

Polo (shirt must have 2 or more buttons with collar) or collared shirt (buttons down the front, cotton/cotton blend)

- Short or long sleeved, solid colors
- Small designer or VCCS logo permitted (no wider than 3 inches)
- Proper and modest fitting

Skirts, Jumpers, Shorts

Any plaid/solid color Dennis Uniform skirt or solid colored khaki or navy blue skirts are permitted.

- Skirts must be no more than 3 inches above the knee
- Shorts and Capri pants permitted. No short shorts please.

Shoes

- Athletic shoes, loafers, slip-ons
- Heels lower than 2 inches
- No roller shoes
- No open-toed shoes (flip flops or sandals)



Sweatshirts

VCCS sweatshirts

Sweaters

Solid colors, no large logos

B. General Guidelines/Special Days & Classes

Free Dress Guidelines

Students must wear appropriate clothing for a Christian School. Jeans are permitted to wear with no holes or tears. T-shirts may be worn but logos must be appropriate for school. (No skulls, etc.) On Spirit Dress Days students may wear jeans with their class t-shirt. No sandals or flip-flop shoes.

PE Class

Students in Grades 3-5 are expected to dress out for physical education classes in VCCS PE uniforms.

School Events & Field Trips

On all school outings, students are expected to be in dress code and/or class t-shirts.



C. General Guidelines/Hair & Grooming

Girls

- Hair: Neat, conventional style, natural colors
- Jewelry: Moderate jewelry/earrings
- No tatoos or body piercings

Boys

- Hair: Conventional style, natural colors
- Hair: Neatly groomed, length above the shoulders and not covering the eyes, no Mohawks.
- Jewelry: Moderate jewelry/no earrings
- No tattoos or body piercings

D. General Guidelines/Chapels

Chapel services will be held weekly. Students are expected to wear chapel attire. (White shirt/pants for boys, skirt/tops for girls)

E. Enforcement & Policies

- First Offense: Note to the parent from the teacher
- Second Offense: Note or call from the Administrator.
- Third Offense: Student sent home. A fee may be assessed.
- Fourth Offense: Parent conference. Possible suspension from the school.



IV. General Information/Miscellaneous Items

A. After School Events

Elementary students may attend an after-school event if accompanied by a parent or high school sibling and are supervised during the event. Students must participate as spectators if they are to attend the event and not wander throughout the building or campus. Students who remain on campus after school without parental supervision must go to After-School Care. All students must be under direct supervision at the end of the regular school day.

B. After School Care

All students who are not picked-up by 3:15 p.m. will report to the school office where they will wait for their families to pick them up. There is no regular After School Care is scheduled individually through the school office. Families are billed quarterly for After School Care. Students may change out of their uniform to other clothing, however, the clothes must adhere to the Free Dress guidelines.

C. Birthday Parties

Birthday celebrations are encouraged at VCCS. We desire that our students enjoy their special day.

- On-Campus Parties: Schedule your child's birthday celebration with his/her teacher. The teacher will approve the date, time, length, food and activities. A parent's assistance is required. A room parent may take the place of a parent if arrangements can be made.
- Off-Campus Parties: No one likes to be excluded from a party. To be sensitive in this matter, no invitations are to be distributed on campus for off-campus socials or parties unless the entire class or all of one gender are invited. We encourage parents to invite whole classes if they desire to have large group parties where the attendees are solely from one classroom.

D. Class Standards

Each teacher will establish a his/her classroom procedures. It is required requested that students demonstrate respect to the faculty at all times.

Individual Classrooms

Each teacher will establish his/her classroom policy regarding homework and tests.

Designated Learning Areas

Students must stay in the Elementary School designated classrooms and learning areas. Students are not permitted in middle or high school areas/classrooms without permission and teacher supervision.

Quiet Campus

Students are not to disturb another class while in halls or walking past windows. Students may not disturb a teacher while he or she is conducting a class without the exception of the teacher's permission or in case of an emergency.

Dismissal

Classes will be dismissed by the teacher at the end of the school day. Students must have a written note from their parent/guardian to go home with another student. Students will be dismissed to their parent/guardians only and only to persons listed on the student's registration from as qualified to pick the student up.



E. Classroom Visitation

We welcome VCCS parents to visit and serve in our classes! Please make your visitation request to your child's teacher to schedule a time.

F. Playground Guidelines

Students are expected to respect one another's personal space. By keeping your hands to yourself most conflicts can be avoided. Be a



good citizen by being respectful of people and property.

Rules

- Be kind to others: no put-downs, rude gestures, or bad words.
- Be kind to the playground equipment. Do not destroy the equipment or other people's things.
- Follow directions from the teacher on duty.
- Stay inside the playground fence. If a ball is kicked out of the playground, notify the supervising teacher.
- Keep hands, feet, and other objects to yourself.
- Be safe. Use the equipment safely
- Do not use other sports equipment (balls, jump ropes, etc.) on the playground equipment.
- Play only in the elementary playground area.
- Do not throw or kick rocks, dirt, sand, gravel, stones, sticks, hard baseballs, or any object, which could hurt another.
- When you hear the teacher on duty whistle- stop playing immediately and hurry to line up.
- Touch or flag football may be played as long as no one is pushed down or hurt in any way.

The following are NOT permitted on the playground:

- Contact games/sports
- Wrestling
- Tripping, pushing, hitting
- Intimidation or bullying
- Skateboards, bicycles, roller shoes, roller skates, etc.
- Bicycles may be used as transportation to and from school. They may not be ridden on the playground.
- No standing or walking on top of picnic tables
- No walking on top of fences or walls
- No climbing on the top of the the baseball backstop bars
- Students may not leave the playground without permission and a pass
- If a ball goes outside the playground area, students must have a supervisor retrieve it
- All balls and bats are to only be used on the blacktop and field areas, not on the playground



Off Limits Areas

The following areas are OFF LIMITS unless supervised by a staff member:

- Parking lots
- Areas between the buildings
- Outside the school gates
- Trees, bushes or hills around the field

- Lunch/Recess
- Students must have a pass to enter the building during recess.
- Food or drink is allowed only at the picnic tables under the sun shade.
- All students must dispose of their own trash in the trashcans nearby.

Guidelines for the Slide

- Slide in the trough, one person at a time feet first.
- No rock, gravel, stones or sticks are allowed on the slide.
- Do not play at the bottom of the slide.
- Do not hang on the sides of the slide.
- Students may NOT walk up the slide.



Guidelines for use of the Bars and Jungle Gym

- Children must be tall enough to reach the bars by themselves without being helped up or down.
- Both hands must remain on the bars at all times.

Guidelines for use of the Blacktop Area

- The blacktop area is designated for basketball, hopscotch, jump rope, foursquare and games using playground balls.
- Organized games have first choice of areas. Anyone who wishes to play a game will be included. All age groups can use the game areas.

Guidelines for the Playground Equipment

- Return all playground equipment to the classrooms



Time Out Space

- If a student is creating a problem on the playground, the supervisor may send that student to the bench for a time out.
- A supervisor may send a student to “time out” for a designated amount of time or for the remainder of the recess period. If a student is unable to handle emotions and needs to cool off before problem solving can begin, the supervisor may request that they go to a “time out” and/or that they see the administrator.
- While in the “time out”, students are not to visit with or play with other students. A student who refuses to comply with the supervisor’s request to go to time out or leaves without permission will be sent to an administrator and receive consequences for defiance of authority.

Rainy Day Recess

During rainy weather, each teacher will decide where the students will meet for a fun indoor recess. All food and drink items will be carefully thrown away when finished and inside voices will be used.

G. Honor Roll

The honor roll will be based on academic subjects only. Music, art, handwriting, and physical education will not be counted in earning recognition for the honor roll. Placement on the honor roll will be based upon the grades earned on the nine weeks report card for reading, mathematics, spelling, language, social studies and science and health.

A Honor Roll

A Honor Roll is awarded to students who have all As in all academic work.

AB Honor Roll

The "A-B" Honor Roll is awarded to students who have a minimum requirement of B's or better in all academic work.

Improvement" Honor Roll

Improvement Honor Roll is awarded will during the second, third, and fourth grading periods. Students that have demonstrated improved grades (raising their grade at least one grade level) in at least two subjects and have not decreased in any subject will qualify for this award.



S.A.L.T. Policy

"Serving And Laboring Together"

The School Board, working together with the Parent Teacher Fellowship, instituted a program known as S.A.L.T. - Serving And Laboring Together. In the SALT program, where each family serves a minimum of 20 hours per year at VCCHS. These 20 hours can be earned in numerous ways. The following is a limited list that will show ways your family can fulfill the SALT hours:

Monthly PTF Meetings	Event Chaperone
Fund-raising /Silent Auction	Transportation
Classroom Assistant	Tutoring
Phone Tree	Work days at VCCS
Facilities	

If your family has served this past summer, working on the facility, you will need to turn in your hours and will not be billed any SALT hours, having met the criteria. When you have served at the school, record the time you have volunteered, as well as any monies spent for VCCS in the SALT notebook, which is located in the school office. (If you have spent money on building materials, etc., attach a copy of the receipt to your record.) During the month of June, each family will receive an invoice of the hours that they have served. A rate of \$20.00 per hour will be charged for each hour not served. (20 hours x \$20.00 per hour = \$400.00)

Facility Fee: At the beginning of the school year, a \$200.00 facility fee is required for maintenance of the building and costs related. Monies from Facility fees go directly to the improvement of the VCCS campus.



VCCS Parent/Student Agreement:

It is my desire to partner with the faculty and staff of Ventura County Christian School to provide loving and grace filled character development for my child. Towards this end, I have read and discussed these guidelines with my child and agree to provide support in their implementation and to be involved with school functions and my child's education.

Child's Name:

Parent/Guardian Signature:

Date:

