W V C S

WEST VALLEY CHRISTIAN SCHOOL
WARRIORS

2026/2027 Elementary (K-5) Student/Family Handbook

LEAD the Warrior Way

West Valley Christian School equips students for life by providing Academic excellence, a Biblical foundation, and a Christ-centered community.

wvchristianschool.org

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Table of Contents

FOUNDATIONS ……..…… 5

Vision ...…….…… 5

Mission Statement …… 5

Core Values ..…...…… 5

Philosophy ……... 5

History of WVCS ……..… 5

Statement of Faith ……..... 6

Accreditation/Membership ……..…7

Expected Student Outcomes……7

Discrimination Policy ……9

Disclaimer of Liability ……....9

Child Abuse/Neglect ……..…..9

ADMISSIONS PROCEDURES……..…….. 9

Admission Policy……9

Re-enrollment……...10

Student Files/Records …..……..…10

ACADEMICS……...……10

School Supplies……..…10

Textbooks.……..…10

Curriculum & Course Descriptions……...11

Grading Scale & Academic Progress…..11

Reporting System……....11

Homework……...……..……11

Chapels……..…...……..12

Student Recognition/ Awards……..12

Parent-Teacher Conferences.……..…12

Assessments……..…13

Transcripts……...…….....13

Exceptional Learners Program (Elp).....13

Field Trips……..…14

Library……....14

Media, Phone Usage & Technology……...14

BEHAVIOR EXPECTATIONS FOR PARENTS & FAMILIES……..…..15

Conflict Resolution ……15

Expectations For Parents & Families…….16

School-Wide Behavior Expectations…..…19

General School Rules & Expected Behavior….19

School-Wide Rules……19

Classroom Disciplinary Guidelines…..20

Behavior Management……...21

Citizenship Marks……21

Method Of Discipline……..23

Bullying……24

Campus Security……26

MISCELLANEOUS……26

Messages for students……...26

Lost and found……27

Lunch……27

Photo release…….……27

Pictures & yearbook……...27

Celebrations……..27

Birthday Parties……...27

Class Parties, Holidays & Traditions…28

***ATTENDANCE*……..……28**

School Hours……..…..……28

Attendance Notifications…….…...28

Attendance Policy……...29

Early Pickup…….…29

Excused Absences…….…29

Unexcused/Planned Absences……30

Tardies…….…30

***PROGRAMS, SERVICES & ATHLETICS*....31**

Community Service Projects……31

Extended Care……31

Extracurricular Programs & Sports…..32

***CAMPUS*……...……33**

Visitors……...….33

Volunteering At WVCS……....….33

Closed Campus & Security……...33

Pets…….……...…34

SCHOOL ATTIRE AND APPEARANCE…..34

Personal Belongings…….…....36

EMERGENCY & MEDICAL…..……....36

Emergency Contact Information…….....36

Health Requirements/Services……36

Insurance……..……..…38

Fire Drills, Lockdowns & Lockouts……..38

***FINANCIAL*……..38**

Tuition Billing, Payment & Management....39

Financial Assistance / Scholarships……39

Refunds/ Withdrawals……...39

***PLEDGES*……..……40**

Pledge To The American Flag…...…….40

Pledge To The Christian Flag…...……...40

Pledge To The Bible……..……...40

Revision Policy: …….42

***Appendix A: Lead The Warrior Way*……..43**

Appendix B: Student Conduct Framework…44

FOUNDATIONS

VISION

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

MISSION STATEMENT

West Valley Christian School equips students for life by providing **A**cademic excellence, a **B**iblical foundation, and a **C**hrist-centered community.

CORE VALUES

Our mission is activated through our **WARRIOR** core values:

Walk alongside Christian families	Deuteronomy 6 :5-9
Academic excellence	I Corinthians 10:31
Recognize talents & spiritual gifts	Romans 12:4-8
Ready to serve	Matthew 20:26-28
Impact the world for Christ	Matthew 5:13-16
Own your identity in Christ	I John 3:1
Respectful relationships with others	Romans 12:10
Student success	I Timothy 4:12

PHILOSOPHY

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

HISTORY OF WVCS

The school sprouted in 2002-2003 under the name Palm Academy. In 2003-2004, the school was renamed Christ Community Christian Academy. During the 2006 school year, Phoenix Christian Unified School district took the school under its wing with the goal of building the small school to sustainable levels. From the spring of 2007 through the 2011 school year, Phoenix Christian West Valley gained strength, momentum, and experience as one of the few Christian schools in the West

Valley. While under the governance of Phoenix Christian Unified School District, the school was able to stabilize and develop. During the summer of 2011, the school underwent another name change and became what it is now known as—West Valley Christian School and the West Valley Warriors! In 2014, the Lord allowed the school to own a new campus and further establish Christian education in the West Valley. That fall WVCS opened the new school building on the campus at 16260 W. Van Buren Street in Goodyear, Arizona. The campus continued to grow and in 2024 expanded to include a new high school. Yet providing another opportunity to be a light in the quickly growing West Valley.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, **ONLY** infallible, authoritative, inerrant Word of God *(II Tim. 3:16, II Pet. 1:20).*

- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit *(I John 5:7, Matt. 28:19).*

- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory *(Philippians 2:6-11; Luke 1:36-38; 1 Peter 3:18; Hebrews 2:9; Acts 2:23–24; Hebrews 8:1; Matthew 26:64; Hebrews 10:37; Luke 21:27).*

- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential *(Romans 5:12-19; I John 3:5-8; Titus 3:5).*

- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life *(John 16:8-10; I Cor. 3:16, 6:19; Romans 8:4-8).*

- We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation *(John 5:28-29; Matt. 25:46; I Thessalonians 4:17; Rev. 20:11-15, 21:8, 22:11).*

- We believe in the spiritual unity of believers in our Lord Jesus Christ *(I Cor. 12:12-2 7).*

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God *(Genesis 1:26-27).* We believe that rejection of one's biological sex is a rejection of the image of God within that person.

- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture *(Genesis 2:18-25).* We believe that the institution of marriage is established in Scripture as an ordinance that points the world to the relationship God desires for His church *(Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2-9, Isaiah 54:5).*

- We believe that in order to preserve the function and integrity of West Valley Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by West Valley Christian School in any capacity agree to and abide by all points put forward within this statement of faith *(Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22)*.

ACCREDITATION/MEMBERSHIP

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

EXPECTED STUDENT OUTCOMES

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

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

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

- AT1. Be Prepared in all academic disciplines, demonstrating grade-level proficiency in reading, writing, and mathematics. *(Luke 12:48)*
- AT2. Describe how the Bible applies to people, events, and movements in history (including church history) and the cultures of other peoples and places. *(Job 12:23)*
- AT3. Demonstrate an appreciation for and understanding of the natural environment, art, and music by practicing responsible stewardship of God's creation. (*Psalm 12:1-7; Genesis 1:28-29)*
- AT4. Understand and clearly articulate the complementary relationship between science and the Bible. *(Col. 1:16)*

- AT5. Responsibly use resources, including technology, to find, analyze, and evaluate information. *(Matthew 25: 14-30)*
- AT6. Attain the skills to question, solve problems, and make wise decisions. *(2 Timothy 3:16-17)*

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

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

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

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

- SF1. Commit to a personal relationship with Jesus Christ *(John 3:16).*
- SF2. Identify how to carry out the Great Commission locally and around the world in a culturally sensitive manner *(Matthew 28).*
    - SF2a. Demonstrate how to lead someone to Christ.
    - SF2b. Contribute to the spiritual development of peers.
- SF3. Know, understand, and apply God's Word in daily life *(1 Tim. 3:16-17).*
    - SF3a. Demonstrate a worldview shaped by God's Word.

    - SF3b. Understand that God's Word is relevant to the concerns of everyday life and is a trustworthy source to determine responses to all life situations.
- SF4. Pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love *(Galatians 5:22-23).*
- SF5. Understand how to treat their bodies as the temple of the Holy Spirit *(1 Cor. 6:19-20).*
- SF6. Recognize the value of being involved in a church community, serving God and others *(Hebrews 10:25, 1 Peter 4:10).*

DISCRIMINATION POLICY

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

DISCLAIMER OF LIABILITY

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

CHILD ABUSE/NEGLECT

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

ADMISSIONS PROCEDURES

Admission Policy

Admission to West Valley Christian School is obtained by both an online application and a personal interview with a school principal. Report cards, school records, prior standardized test scores, and references from pastors/ministry leaders and teachers are also used to determine eligibility for

admission. Students complete screening assessments to confirm readiness for a grade level. As a covenant school, West Valley Christian School is a Bible-believing institution providing an education in a distinctly Christian environment. We believe that its biblical role is to work in conjunction with the home and church to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school *(Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).*

RE-ENROLLMENT

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

STUDENT FILES/RECORDS

WVCS maintains student records two (2) years after the student completes Elementary school or from the date of withdrawal.

ACADEMICS

SCHOOL SUPPLIES

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

TEXTBOOKS

Textbooks are provided by the school and distributed at the beginning of the school year by classroom teachers. At the end of the year, books must be returned to the teacher. **Books lost, damaged, or not returned will be charged to the student's account.** Students are responsible for

keeping books in good repair and are to refrain from writing in their textbooks. If books need to be repaired during the school year, students should see the classroom teacher.

CURRICULUM & COURSE DESCRIPTIONS

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

GRADING SCALE & ACADEMIC PROGRESS

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

GRADING SCALE (Grades K-2 & Specials)

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

GRADING SCALE (Grades 3-5)

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

REPORTING SYSTEM

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

HOMEWORK

Homework assignments support diligent work habits and are required for the purpose of practice, mastery, or completion of unfinished classroom assignments. Teachers will regulate this according to the grade and needs of the child. Routine homework may include Bible memory verses, spelling lists, math, IXL, Accelerated Reader (AR for grades 3-5), and occasional projects or reports.

CHAPELS

Weekly chapels provide an opportunity for Warrior students to worship together. Chapels are held on Wednesday each week at 8:00 AM for K-5 students. The purpose of the chapel is to allow the WVCS community to participate in such activities as praise, singing, scripture reading, a brief message, or a word from a speaker. Chapel times occasionally are used for assemblies or other school business. Please try and avoid scheduling any appointments that cause your child to be absent from Chapel. Parents are welcome to attend any/all chapel services *(please sign in at the office first).*

STUDENT RECOGNITION/ AWARDS

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

Award Criteria

Principal's List (Grades 3-5) - awarded to students who achieved an A in all subject areas

Honor Roll (Grades 3-5) - awarded to students who achieved no lower than a B in all subject areas

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

Warrior Leadership Award (Grades K-5) – awarded to two one primary students in each class per quarter who excel in leading the Warrior Way by living respectfully, embracing integrity, acting responsibly, and displaying kindness.

PARENT-TEACHER CONFERENCES

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

ASSESSMENTS

The purpose of assessment at WVCS is to measure students' academic growth. Screening assessments are used during initial enrollment to verify students' readiness levels for learning. The goal is always to set students up for success. Students in grades K-5 take monthly benchmark assessments to track progress toward grade-level goals in math and reading. Additionally, WVCS uses Dynamic Indicators of Basic Early Literacy Skills (*DIBELS*) and Measures of Academic Progress (*MAP*) assessments. *MAP* and *DIBELS* tests are nationally normed and scheduled three times throughout the school year (fall, winter, and spring) to document students' growth. In grades 3-5, the Star Reading Assessment is used with the Accelerated Reader (AR) program to support and track students' reading comprehension.

TRANSCRIPTS

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

EXCEPTIONAL LEARNERS PROGRAM (ELP)

The Exceptional Learner Program meets the academic needs of students identified as having an educational disability. Students who qualify receive support in their general education classroom, small groups, and/or one-to-one settings, as determined by the parents and ELP team. It is the expectation of WVCS that students identified as exceptional learners enroll in the ELP program and pay for required services in order to ensure academic success.

In the application process, students who have a prior MET/IEP/504 must provide a copy to the ELP Department, who will then determine if we have the necessary resources to meet the student's needs.

Once enrolled, the ELP team will meet with the parent to write an Individual Service Plan (ISP) or 504/accommodation plan. Participation in the ELP program requires an additional ELP Tuition Fee in addition to the regular WVCS tuition.

Students identified as falling behind academically may be referred for intervention services provided by the school. If interventions are not successful, the student may be referred to the ELP Staff for further observation and more intense interventions. Entrance into the ELP Program requires multiple levels of intervention, parent meetings and student screenings. The proper referral process must be completed by the staff at WVCS.

Enrichment classes are offered quarterly to students whose grades and assessment scores qualify them for an extra challenge outside of normal classes. Students are selected based on teacher recommendations, assessment scores, grades, and citizenship criteria. Families are notified if their child is selected. There is a quarterly fee for enrichment classes.

As a private school, we are not required to follow IDEA regulations regarding special education. Students enrolled in WVCS waive their right to a Free and Appropriate Public Education. WVCS does collaborate with Avondale Elementary School District and Aqua Fria Union High School District to provide Multidisciplinary Team Evaluations and some related services.

FIELD TRIPS

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

Students enrolled in West Valley Christian School may not attend field trips with a sibling in a different grade/classroom. Due to the nature of most educational field trips, **NO siblings** are permitted to attend and cannot chaperone field trips. School vehicles are used for field trips; however, students may travel with their parents to and from the event. Students not transported by their parents will ride the bus unless written permission indicating other arrangements is given before the trip. Teachers must be notified in writing of arrangements other than school transportation in advance.

Field trip fees must be paid prior to the day of the field trip, in order for your student to attend. A link for payment will be provided by the business office prior to the event.

LIBRARY

Library books may be checked out for one week at a time. Students may check out one book at a time. If a book is lost or damaged, the student must replace or pay for it. Reference books may not be checked out. Students who do not return a library book lose check-out privileges until the book is returned or replaced.

MEDIA, PHONE USAGE & TECHNOLOGY

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

Students are responsible for their use of any/all technology (including postings, messages, or emails) on and off campus. A cell phone locker is located in each homeroom classroom. Cell phones should be locked up in the provided cell phone lockers for the school day.

The school is not responsible for damage or missing phones.

Cell phones, smart devices (i.e. ear pods and headphones), smart watches, meta glasses/eyewear and other similar devices with phone and/or internet capabilities are NOT permitted for high school students during the school day. Any student seen using these devices during the school day without permission may result in confiscation of the device and disciplinary action. The device may be held in the MS/HS office until the end of the school day. Cell phones and other devices must not be used to record audio, take photos or videos of any student, staff, or any classes without the express permission of the administration. The only exception is when a teacher expressly asks the students to bring their smart phones to class for use in a class activity. Inappropriate (illegal) material discovered on phones may be reported to law enforcement.

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

The WVCS website offers families a wealth of resources and school information:
www.wvchristianschool.org
Additionally, you can find West Valley Christian School on Facebook and Instagram.

BEHAVIOR EXPECTATIONS FOR PARENTS & FAMILIES

CONFLICT RESOLUTION (COMPLAINTS AND CONCERNS)

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

All people are to deal with the situation at its source. This means speaking with the particular teacher, coach, or individual involved to clarify and reach a resolution. After honest attempts have been made to clarify and resolve the situation and no satisfactory resolution was found, the following steps should be taken.

1. Meet face-to-face with the particular teacher, coach, or individual involved to clarify the situation and reach a resolution. The meeting should be at a mutually agreeable time when both parties are calm and ready to discuss the matter rationally.

2. If the matter remains unresolved after a private meeting, it is time to proceed to the next level of authority. This means speaking with the appropriate administrator or principal. If the matter is still not resolved, the matter escalates to the third step.

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

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

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

GENERAL EXPECTATIONS FOR PARENTS & FAMILIES

1. We understand that the Bible teaches that we, as parents, are responsible for our children's education. We have chosen West Valley Christian School to partner with us in this responsibility. We agree to support the school faculty and staff as they partner with us in our child's holistic education (academic, emotional, and spiritual).

2. We invest authority in the school to discipline our child(ren) when necessary. We further agree that we will cooperate and discipline our child in the home as needed *(The one who will not use the rod hates his son, but the one who loves him disciplines him diligently. Proverbs 13:24).* We will also read and adhere to the school-wide behavior policy that is in the WVCS Student/Family Handbook.

3. We will pledge our fullest cooperation to keep divisive issues out of the school as much as possible. We respect that other families have different views from ours related to such topics as vaccinations, politics, doctrinal views, and denominations. Furthermore, to maintain a spirit of unity in Christ, we acknowledge that it is important to limit focusing on these topics which might distract us and our children from the mission. *(So then, let us pursue what promotes peace and what builds up one another. Romans 14:19)*

4. We understand that parents are the natural leaders of their families. Children will follow if parents provide strong Christ-honoring leadership. Leadership in a Christian family is demonstrated by actively following the principles that the Bible teaches. We are committed to working hand in hand with WVCS to "train up our child in the way he should go" *(Proverbs 22:6).*

5. We understand that the school exists to support the values of the Christian home. Our home is committed to upholding strong biblical standards of lifestyle, including a commitment to and involvement in the local church. We understand regular church attendance is paramount to the spiritual growth of the believer. *(And let us consider one another in order to provoke love and good works, not neglecting to gather together, as some are in the habit of doing, but encouraging each other, and all the more as you see the day approaching. Hebrews 10:24-25)*

6. We understand that our failure to report psychiatric counseling, any prescribed medication, or involvement with juvenile authorities within the past three years may be cause for immediate dismissal.

7. We agree to support the school with our prayers and a positive attitude. Complaints or negative comments will only be shared with the teacher, administrator, or person involved, not with our child or other individuals, following the Matthew 18 principle that Jesus provided for conflict resolution.

8. We understand that the school reserves the right to dismiss any student or family who does not:

   a. Respect and observe spiritual and/or behavioral standards.
   "Do not be conformed to this age, but be transformed by the renewing of your mind, so that you may discern what is the good, pleasing, and perfect will of God." Romans 12:2

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

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

9. We understand that if at any time the school determines, in its sole discretion, that our actions do not support the ministry and mission of WVCS or if our actions reflect a lack of cooperation and commitment to the home/school partnership, the school reserves the right to request the withdrawal of the student.

10. We understand the school retains the right to refuse admission to or to remove from enrollment any student whose custodial parent is in a relationship or living with a same-sex partner.

11. We give permission for our child to go on field trips arranged by the teacher and approved by the administration. The educational trips will be properly supervised, and our family insurance program will cover our child. We will not hold the school, administration, or faculty responsible in case of an accident. Notification will be given to us before each field trip. If we choose to attend as chaperones, we will act in a supportive manner to any teacher in charge, following all WVCS school rules and policies while in this capacity.

12. We understand that if our child damages school property, assessments will be made to cover damages, including breakage of windows and abuse of other personal property.

13. We understand that tuition payments are due net-15 days and paid by the due date on the invoice. If circumstances prevent an on-time payment, we understand we need to contact the WVCS Business Office to communicate the situation and a plan to catch up on the missed payment.

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

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

14. We understand that families with graduating students must make their final tuition payment before participating in promotion ceremonies.

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

Please note that school staff and administration have busy schedules to keep and may not always be immediately available to speak with you. The only way to ensure that you can speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of

attempting to return all phone calls/emails within 24 hours. Your calls and visits will be responded to consistently with this practice if someone is not immediately available to speak with you.

Any concerns that you may have regarding these matters must be made through the appropriate channels (following the Matthew 18 principle). Concerns should not be shared with people or platforms who are not part of the situation. This includes any social media outlet or posting on any platform, app, website, social networking site, etc. Following the Matthew 18 principle to resolve conflict ensures concerns will be handled fairly, appropriately, and effectively for all individuals (see Conflict Resolution section).

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

GENERAL SCHOOL RULES & EXPECTED BEHAVIOR

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

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

SCHOOL-WIDE RULES

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

1. Students are to speak respectfully to peers and all adults.
2. Students are to respect the property of others.
3. Students are not to use foul or suggestive language (including body language), drawing, or stories. In addition, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, and/or putting others down is not acceptable and will result in disciplinary action. This includes electronic and digital communication (e.g. social media platforms, text messages, email, etc.).

4. Students should keep their hands and objects to themselves; use of physical force or verbal intimidation will not be tolerated.
5. Students are not permitted to leave school property without permission.
6. Students are to walk in the hallways and stairs.
7. School property is to be respected. When school property is damaged, the student will be responsible for repairs or replacement costs.
8. Gum is not permitted.
9. Cell phones (including phone watches) are best left at home. If a student has a cell phone or phone watch at school, the phone is to be turned off and stored in a cell phone locker. If a student fails to follow this expectation, the cell phone will be confiscated and turned into the office to be signed out by the student's parent/guardian.
10. Proper and respectful behavior is required when being transported in any school vehicle, on any field trip, or at any school sporting event.
11. The WVCS campus is tobacco, alcohol, and drug-free.
12. Weapons or dangerous objects of any type are not permitted, including but not limited to magnifying glasses, firecrackers, pocketknives, laser pointers, bottles and squirt or toy guns. Weapon imitations are not permitted (air pistols, paintball guns). Periodically toy guns or swords may be permitted as part of a teacher-directed class activity or project.
13. School contraband includes drug paraphernalia, cigarettes, e-cigarettes, vapor cigarettes, alcohol, and pornography.
14. Lying, cheating, stealing, any type of threat, and plagiarism will not be tolerated.
15. Inappropriate public displays of affection (kissing, hand holding, embracing) are not permitted.
16. Students are to always represent WVCS in a positive manner. Students and parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends and holidays. WVCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus 24/7, 365 days a year. *Please note – this rule's intent is to address severe situations that would result in a student's attendance at WVCS negatively affecting the school due to an "outside school hours" incident.*
17. WVCS maintains the right to remove any student from enrollment if the school feels that the parent(s) are not in harmony with the school's philosophy.

CLASSROOM DISCIPLINARY GUIDELINES

Objectives:

a. Protect the students' right to learn
b. Protect the teachers' right to teach

WVCS School-Wide Classroom Rules:

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

BEHAVIOR MANAGEMENT

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

CITIZENSHIP MARKS

WVCS expects students to behave in a Christ-honoring way and believes this is an important part of educating students in the light of God's Word. Students will be given a citizenship mark on their report cards for each grading period.

Citizenship marks are as follows:
O - Outstanding
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

	O	S	N	U
Live Respectfully Romans 12:10 Love one another deeply as brothers and sisters. Take the lead in honoring one another.	Follows directions given by adults. Follows teacher and school expectations when interacting with others. Participates in class and engages in appropriate conversations.	Usually follow directions given by adults. Usually follows teacher and school expectations when interacting with others. Usually participates in class and engages in appropriate conversations.	Often does not comply with directions given by adults. Often disregards teacher and school expectations when interacting with others. Often does not participate in class and engages in inappropriate conversations.	Usually does not follow directions given by adults. Usually disregards teacher and school expectations when interacting with others. Usually does not participate in class and engages in inappropriate conversations.
Embrace Integrity 2 Corinthians 8:21 Indeed, we are giving careful thought to do what is right, not only before the Lord but also before people.	Meets assignment expectations. Leads by example and admits when a mistake is made and makes it right. Polite and honest.	Usually meets assignment expectations. Usually leads by example and admits when a mistake is made and makes it right. Usually polite and honest.	Often does not meet assignment expectations. Often does not lead by example and does not admit when a mistake is made or makes it right. Often inconsiderate to others and dishonest.	Usually does not meet assignment expectations. Usually does not lead by example and does not admit when a mistake is made or makes it right. Usually inconsiderate to others and dishonest.
Act Responsibly James 4:17 So, it is sin to know the good and yet not do it.	Respects school property and uses materials and equipment responsibly. Arrives on time and brings the required materials. Takes responsibility for actions.	Usually respects school property and uses materials and equipment responsibly. Usually arrives on time and brings required materials. Usually takes responsibility for actions.	Often disrespects school property and is irresponsible with materials and equipment. Often late and forgets required materials. Often disregards responsibility for actions.	Usually disrespects school property and is irresponsible with materials and equipment. Usually late and forgets required materials. Usually disregards responsibility for actions.
Display Kindness Ephesians 4:32 And be kind and compassionate to one another, forgiving one another, just as God also forgave you in Christ.	Accepts others' differences, encourages others and helps when there is a need. Uses kind words and engages in appropriate conversations.	Usually accepts others differences, encourages others and helps when there is a need. Usually uses kind words and engages in appropriate conversations.	Often points out others differences, discourages others and turns away when there is a need. Often uses unkind words and participates in inappropriate conversations.	Usually points out others differences, discourages others and turns away when there is a need. Usually uses unkind words and participates in inappropriate conversations.

METHOD OF DISCIPLINE

It is the policy of WVCS to maintain a safe learning and work environment free from bullying. Discipline will be based on careful evaluation of the circumstances for each case. The teacher will determine the disciplinary action based on the seriousness of the offense, the student's age, frequency of misbehavior, the student's attitude, and parental support (see Behavior Flowchart in the Appendix).

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

DEFINITION OF CONSEQUENCES

IN SCHOOL SUSPENSION (ISS) can be designated as a full or half-day removal from the regular classroom. The student completes work for the assigned time in a designated area near the office.

ALTERNATIVE TO SUSPENSION (ATS): In some cases, the administration may offer the student's parents an ATS which includes campus service projects outside instructional time and/or a non-school day detention.

ADMINISTRATIVE INTERVENTION (AI): Students may be placed on a behavior plan or probation because of a serious offense or repeated minor offenses. The length of probation will be determined by the administration. AI can also result in changes to the student's schedule such as removal from specials classes, and loss of cafeteria or recess privileges.

SUSPENSIONS/DISMISSALS

The school reserves the right of suspension or dismissal at any time during the school year at the discretion of the respective principal. Any pupil who persistently neglects work, who fails to meet academic or other standards or qualifications, or who exercises poor citizenship, fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Suspension may be given for up to five days. A suspension is an unexcused absence from school. A suspended student is automatically placed on disciplinary probation (minimum of 8 weeks for grades 6-8).

Appeal of a dismissal must be made in writing to the WVCS Board Chair within three days. A student may not attend classes during a request for an appeal. A student who has lost the privilege to attend WVCS may attend school related events at the discretion of the administration. If the administration deems that a student may attend events, a parent must accompany the student.
Dismissals may occur when any of the following take place:

- Possession, distribution, solicitation, or use of alcohol or illegal drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off school property.
- Repeated violations of discipline that have resulted in suspension.
- Failure of parents to cooperate with WVCS in the discipline of their children.
- Assault or battery of staff or students.

- Sexual misconduct such as physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures, possession of pornography or other serious sexual misconduct.
- Computer/internet use for immoral purposes, or other serious moral misconduct.
- Cell phones and other devices used to record audio, take photos or videos of any student, staff, or any classes without permission.
- Possession or use of a weapon of any kind in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm, or possession, transfer, sale, or discharge of any gun (including a starter pistol, air-pistol, paintball, or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded on or off campus.

BULLYING

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

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

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

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

RESPONSIBILITIES

Students

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

Parents

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

Staff

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

PROCEDURES

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

COMMUNICATION OF BULLYING POLICY

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

CAMPUS SECURITY

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

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

SEARCH AND SEIZURE:
To maintain order and discipline and protect the safety and welfare of students and personnel, school authorities may conduct without student or parent permission a search of student lockers, backpack/lunch bags or other belongings. The school may seize illegal, unauthorized, or contraband materials in the search. Any illegal materials will be turned over to the proper authorities.

WVCS reserves the right to invite security, the local police, or the sheriff's department to visit at any time during the school year for anything suspicious or dangerous.

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

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

MISCELLANEOUS

MESSAGES FOR STUDENTS

If an emergency arises, please call the school office and the message will be relayed as needed.

LOST AND FOUND

Items found on school property will be placed in the lost & found bin in the breezeway between the main office and the Hart Activities Center. Unclaimed items will be donated to a charitable organization. WVCS logo items will be donated to the gently used clothing available for purchase in the office.

LUNCH

West Valley Christian has a "no food deliveries" lunch policy prohibiting third-party services (like DoorDash or Uber Eats) or any outside couriers from dropping off meals or drinks at the school. These rules have been implemented to maintain campus security, reduce front-desk congestion, and minimize safety risks from unverified visitors.

Reason for the Policy

- **Security & Safety:** Restricting unknown delivery drivers from wandering through office buildings, secure facilities, or school hallways.
- **Disruption:** Preventing front desk staff or receptionists from being overwhelmed with sorting and managing food packages.

Children may bring their lunch or may participate in the hot lunch program. **We encourage families to pack healthy items for student lunches. *Candy and soda are discouraged.*** Parents may order a hot lunch for their student via Parent Portal. **If a student is absent or sick, prepaid lunches are non-refundable and non-transferable.** Refrigerators are not available to store lunches (plan to include an ice pack when needed). Microwaves are not available for student use. Parents are strongly discouraged from dropping off lunches after the school day has begun. In **extenuating circumstances** when a student does not have lunch, they will be provided a Lunchable that will be billed to the parent's account.

PHOTO RELEASE

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

PICTURES AND YEARBOOK

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

CELEBRATIONS

BIRTHDAY PARTIES

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

Students are not to bring in edible treats without prior permission from the teacher. Students may bring in small, non-edible items (stickers, pencils, etc.), but there is no obligation. Please consult with your student's teacher before sending in any items.

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

CLASS PARTIES, HOLIDAYS & TRADITIONS

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

WVCS does not observe or celebrate Halloween. WVCS celebrates Christmas and Easter with a focus on Christ. Teachers refrain from decorating with secular themes such as Rudolph, Santa Claus, Easter bunny, etc. **Students are not to bring in treats unless the teacher specifically requests items (through a signup or email request).**

We are mindful of student allergies, so thank you in advance for adhering to the teacher's policies regarding food in the classroom.

ATTENDANCE

West Valley Christian School sets a high standard of excellence in education. This high standard includes the expectation that all students will attend classes daily to achieve full education benefits. WVCS must abide by state attendance laws.

SCHOOL HOURS

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

ATTENDANCE NOTIFICATIONS

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

ATTENDANCE POLICY

Parents of students who miss 10 days or more per semester may be asked to meet with the principal to discuss continued enrollment and the student's academic readiness to enter the following grade. **The student may be required to repeat the grade or remediate during the summer if academic readiness is not evident.** The student and parents will be notified when they have reached five and eight absences in a semester.

Absences Due to Suspension: When a student is suspended from school, these days will be counted as absences. The student will be required to complete schoolwork during the suspension, whether credit is given towards grades or not as determined by the administration.

EARLY PICKUP

If a child is to be picked up during the school day, parents should notify their student's teacher beforehand. A parent or guardian needs to come to the office to sign the student out of school. The child will be called from class once the parent is in the office signing the student out.

Due to safety concerns, students will not be called out of class for an early pick up until the parent is on campus ready to meet the child at the office. Please be sure to plan plenty of time to come to the office and sign your child out before we call him/her out of class.

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

EARLY DISMISSAL POLICY

For the safety of our students and to ensure a smooth dismissal process, we are unable to accommodate early student pick-up after 2:30 p.m. If you need to pick up your child early, please plan to arrive before 2:30 p.m. Thank you for your understanding and partnership.

EXCUSED ABSENCES

An absence is considered excused when the school has been contacted by the parent/guardian regarding the absence within one day of the absence (preferably on the day of the absence). **Excused absences count against a student's allowed nine absences per semester unless listed as an exception below. Absences not excused with the attendance office within seven days of the absence will be considered unexcused permanently.**

Medical, dental, and legal related absences are considered excused absences if proper documentation is submitted to the office. The death of an immediate family member is also cause for an excused absence when the administration is notified.

School Related Activities: Absences related to school sponsored or school related activities, including, but not limited to athletic events, college visits, fine arts performances, school field trips, will not be counted against the student's ten maximum absences per semester, if all applicable policies were followed. The student must make every effort to make up any classwork in advance of the absence if possible.

The state of Arizona considers missing 10% of school days as excessive. Administration is authorized to excuse additional absences for extended illness, injury, or extenuating circumstances. Please note that tax credit and scholarship organizations may have their own attendance policies that can affect student funding.

Contact your child's teacher for work missed or check the assignments on Veracross. Students have two days for each day of absence to make up missed work for full credit.

UNEXCUSED/PLANNED ABSENCES

An absence is considered unexcused when the school has not been contacted by the parent/guardian regarding the absence. It is imperative that the school is notified of all absences for the safety and accountability of the students. Legally, an unexcused absence is referred to as being truant. A student is truant after an unexcused absence of one or more class periods during the day. **Unexcused absences may include disciplinary consequences and credit may not be granted for work due or missed on the day(s) or class(es) a student is unexcused/truant.**

Planned absences: The WVCS school year allows for ample vacation time for students and their families. Please review the calendar and plan accordingly so as not to miss school days. Family events or trips requiring students to miss school should occur as infrequently as possible. Students are required to notify each teacher well in advance of any planned absence. Students should make every effort to complete work in advance, otherwise to hand all the missed work in immediately upon return, per the teacher's requirements. Absences for family events **will** count against the ten maximum absences per semester.

TARDIES

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

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

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

For students to maximize their classroom learning and to teach self-discipline and responsibility, WVCS requires students to come to class on time and fully prepared with the needed materials for class. Tardiness is defined as failing to be in class and ready to learn when class begins. We are not only training our students academically but also in the development of essential habits which will be important to their success later in life. There will be penalties for excessive tardiness.

School begins promptly at 8:00. Students may arrive as early as 7:30 AM where they will be supervised by staff on the playground. When the whistle blows, students line up and the teacher will come pick them up from the playground. Students are in classrooms and ready to learn at 8:00. Parents should see that their children arrive on campus before 7:55 to ensure they are on time for class.

Tardies are accumulated from all classes on a semester basis based on the parameters listed below:
Step 1: On the 5th tardy, the parent will receive a warning email.
Step 2: On the 6-7th tardy, parents will be asked to meet with the principal to make a plan for the student to arrive at school on time.
Step 3: On the 8th tardy (and subsequent), students in 4th and 5th grades will receive lunch detention.
For younger grades, if tardies persist, administration and parents will meet to discuss options and work toward solutions. Being prompt shows respect for the teacher and the rest of the class. Tardiness is disruptive to learning. We will make every effort to preserve the learning environment for all students.

All students arriving late to class must get a pass from the front office.

Every student who leaves the classroom during instructional time must have a valid office/class pass.

PROGRAMS, SERVICES & ATHLETICS

COMMUNITY SERVICE PROJECTS

Community service is a natural component of a Christian school's cocurricular program and provides an opportunity for students to serve others and honor Christ. Each WVCS student is required to

participate in grade-appropriate service projects. These projects will usually occur during the school day, but occasionally may take place after school or on Saturday. A wide variety of service projects and opportunities are available each year. Community service projects may also take place during school breaks or in the summer.

EXTENDED CARE

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

Families are billed at a flat hourly rate per daily use. At the end of each month, charges are processed in the first week of the following month. Extended care invoices are processed and charges due by the invoice due date. **Accounts are reviewed and considered to be delinquent on the 20th of the month. When this happens, your student may not be allowed to continue to use extended care until the balance is paid in full. If your account is found to be delinquent, auto pay set up could be required for your child to continue with extended care.**

EXTRACURRICULAR PROGRAMS & SPORTS

Participating in extracurricular activities (sports, after school clubs, etc.) should be considered a privilege. As a participant, you represent Christ and the school. This privilege is extended to students that are in good standing with the school. The administration reserves the right to make that determination.

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

Eligibility: Extracurricular activities normally require significant amounts of time outside of school, which may subtract from time available for academic work. Students must maintain satisfactory progress in their academic studies and display good conduct to have the privilege of participating in extracurricular activities. Students who fall below the academic standards will be declared ineligible to encourage them to spend their extra time on academic efforts.

To be eligible to participate in extracurricular activities (including, but not limited to, athletics and performing arts), students must maintain grades above “F” for academic subjects and above “U” for citizenship. In appropriate conduct may result in loss of extracurricular privileges with no refund for fees paid.

Sports: Fifth-grade Warriors are eligible to participate in WVCS middle school athletics. WVCS is a member of the Cactus Christian Schools League. Sports are offered in the fall, winter, and spring according to interest. Academic and behavior expectations are determined by the school administration and head coach of each team.
Athletic fees are paid no later than the due date on the invoice. Any accounts found delinquent, will be communicated to the Athletic Director and a list given to the Coaches. **Students may not be allowed to participate until the past due fee is paid, "No Pay, No Play"**. To accommodate families on a budget, payment plans are available. A credit or debit card must be on file to set up automatic payments during the season. Auto payment plans are due at the end of the season. Please contact the Business Office directly to set up a payment plan.

CAMPUS

VISITORS

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

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

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

VOLUNTEERING AT WVCS

Volunteers are needed and they help make WVCS an even better place! We screen all volunteers to keep our students safe and ensure volunteers align with our Statement of Faith.

To volunteer, complete the **Volunteer Application** found on the Parents' Page on our WVCS website. This is a requirement for all parents who may want to chaperone on a field trip. Volunteer applications must be completed at the beginning of each school year and are valid for the entire school year.

The following are required as part of the application process:

- Agree with, support, and sign the WVCS Statement of Faith
- Annual online volunteer application
- Copy of a Fingerprint Clearance Card

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

If you wish to volunteer in the classroom, contact the teacher to see how volunteers are used in the classroom. Please keep in mind that each grade level may use volunteers in different ways as the needs vary for each grade.

CLOSED CAMPUS & SECURITY

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

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

PETS

Pets are only permitted on campus with prior administration approval. Thank you for leaving your pets at home, unless the administration is aware of them being on campus.

SCHOOL ATTIRE AND APPEARANCE

WVCS students dress for success!
The dress code establishes an environment of learning, self-confidence, discipline, and responsibility. The emphasis is to keep students modest, safe and focused on academics. All clothing must be neat and modest in keeping with the guidelines below.
All students:

- Limited jewelry is permitted but must not interfere with student safety or distract from learning. Gauges, nose rings, tongue piercings, dangling earrings, and distracting jewelry are not permitted.
- Visible tattoos of any kind are not permitted.
- Tennis shoes are recommended; close-toed/close-heel shoes are required. Not permitted: Crocs, shoes with wheels, slides, slippers, and open-toed shoes of any kind.
- Athletic wear and fleece/flannel pants of any kind (sweatpants/shorts, leggings, etc.) are not permitted.
- Clothing must be worn neat and appropriately fitting (not too tight or oversized).
- Hats are not permitted.

Girls' Basic Uniform:

- **Tops**: WVCS Polos are required and must be purchased from the school website.
- **Bottoms**: ***Uniform skirts, skorts, shorts, or pants must be navy, gray, khaki, or black. Solid colored*** **with no rips, frays, or tears. DENIM** is **NOT** allowed.

        - Length requirements for bottoms: Skirts or jumpers must be longer than the fingertips when standing up straight with the arm and fingers extended down the side of the body. Shorts must be at least a 5 inch inseam.
    - **Jumpers and Plaid Skorts**: Uniform jumpers or plaid skorts purchased from the WVCS uniform store are permitted.
    - **Hair**: All students must keep their hair neat and clean, avoiding extreme hairstyles. Hair must be a natural color, and hairstyles deemed extreme by the administration will not be permitted.
    - **Jewelry**: Girls may wear stud earrings, simple necklaces, and bracelets. Dangling earrings are not permitted. Jewelry must not interfere with student safety or distract from learning.

Boys' Basic Uniform:

- **Tops**: WVCS Polos are required and must be purchased from the school website.
- **Bottoms**: ***Uniform shorts or pants must be navy, gray, khaki, or black. Solid colored*** **with no rips, frays, or tears. DENIM** is **NOT** allowed. Shorts should be longer than undergarments.
- **Hair**: All students must keep their hair neat and clean, avoiding extreme hairstyles. Hair must be a natural color, and hairstyles deemed extreme by the administration will not be permitted.
- **Jewelry**: Boys may wear simple male jewelry. Gauges, earrings, and excessive jewelry are not permitted.

CLASSROOM Acceptable Warm Attire:

Students may wear the following items inside the classroom, provided they are in one of our **approved uniform colors (NAVY, GRAY, BLACK, FOREST GREEN):**

- Solid Uniform colored sweatshirts and hoodies
- Solid Uniform colored sweaters and cardigans
- Solid Uniform colored pullovers and other appropriate layering pieces
- School-issued sweatshirts, including those representing a school athletic team or organization

Important Dress Code Reminders:

- Sweatshirts, hoodies, sweaters, and other layers must be solid-colored and in one of the approved uniform colors unless they are school-issued apparel.
- Non-school-related graphics, logos, designs, or wording are not permitted on outerwear worn inside the classroom.
- School-issued athletic team sweatshirts and other official WVCS apparel are permitted, even if they include team logos or designs.
- **Hoods must remain down while students are inside school buildings and classrooms!**
- All other school uniform expectations remain in effect. Outerwear **DOES NOT** replace the requirement to wear the appropriate school uniform underneath.

Special Dress Days:

Warrior spirit day is every Friday. Students can wear a Warrior Spirit shirt from the current year or previous years with denim or uniform bottoms. All other aspects of the dress code remain in effect for Fridays.

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

School Spirit Days/Weeks occur from time to time. Spirit week attire will be communicated ahead of time and must always be modest and appropriate.

Note: Modesty and appropriateness are important factors in this privilege. Undergarments, midriffs, and cleavage must never be visible. Tank tops, spaghetti straps, or t-shirts with inappropriate messages are not permitted.

Dress Code Violations: Students out of dress code will receive a grade-level appropriate consequence. Teachers will notify parents via email.

The following policy will be in effect for violations of dress code or improper uniform attire.

- 1st violation: Warning (dependent on infraction) and email to parents
- 2nd violation: In-School Detention and email to parents
- 3rd violation: Parents called to bring proper attire before the student can return to class. If necessary, the student will be provided with a school uniform from the WVCS used uniform inventory so they may return to class. Questions about the dress code should be directed to administration.
- 4th violation: Student sent home for the rest of the day and parent & student meeting with Administration If necessary, the student will be provided with a school uniform from the WVCS used uniform inventory so they may return to class. Questions about the dress code should be directed to the school principal.

A Special Note to Parents

Upon enrollment to WVCS, each family agrees to cooperate with the school to ensure their child's daily attire meets the dress code. **Parents must assume the primary responsibility of assuring that their sons and daughters are in dress code and groomed properly.** Please support the school in this matter. Also, if the school identifies violations in dress code with your son or daughter, WVCS expects the support of parents regarding any corrective or disciplinary action.

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

PERSONAL BELONGINGS

Electronic devices are not allowed in school except for a specific class project with teacher approval. Toys should not be brought on campus unless the principal or teachers give special permission.

Balls are provided by the school for use on the playground. **If students bring balls or other toys from home, the school will not be responsible for loss or damage**. Students are not permitted to use bicycles, skateboards, scooters, or rollerblades on campus at any time. **Baseball bats and baseballs are not permitted.**

EMERGENCY & MEDICAL

EMERGENCY CONTACT INFORMATION

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

HEALTH REQUIREMENTS/SERVICES

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

Students should bring water bottles to class each day. Glass water bottles are not permitted.

Please email the classroom teacher and the school nurse if your child is ill or injured.
Nurse email: bdeleon@wvchristianschool.org

Medical clearance is needed for student's return to learning and activity for concussions, fractures, or any hospitalizations. Medical clearance letters must be turned into the office or emailed to the school nurse before the student may return. This allows a safe transition back into the learning environment and staff to be fully prepared to accommodate needs.

Medications will be administered based on the following criteria:

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

Students becoming ill should report directly to the school office via a pass from a teacher. A child who becomes ill or develops a fever must be picked up from school. The student must be signed out in the school office before leaving campus. A sick child cannot learn effectively and is unable to participate in classes in a meaningful way.

If your child appears to be ill, please do not send him/her to school. If your child visits the health office prior to the start of school, parents will be called to return to school to assess the student's needs. Keeping a sick child at home prevents the spread of illness in the school community and gives the child the opportunity to rest and recover. ***The WVCS nurse cannot take the place of your medical provider and the WVCS health office cannot be used for urgent care or to provide health advice outside of school hours or in place of a medical provider.***

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

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

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

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

Rashes: Common infectious diseases with rashes are contagious in the early stages. A child with a suspicious rash should return to school after the rash is fully resolved or with a medical clearance letter.

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

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

Head Lice: Children with head lice or nits may not attend school and may be readmitted only after treatment has been started and examined by authorized school personnel or with a doctor's note. Your medical provider can provide suggestions for proper treatment.

Respiratory Illnesses: Students experiencing symptoms such as fever, chills, cough, shortness of breath, difficulty breathing, unusual fatigue, muscle or body aches, headache, new loss of taste or smell, or sore throat should not attend school. Students should be symptom-free for at least 24 hours before returning to school.

Hearing/Vision screening is conducted each year for kindergarten, 2nd, 4th, 6th, 8th, and 10th grades, new students, and students who teachers or parents identify as needing a screening.

INSURANCE

All students are required to have medical insurance. If you do not have insurance, you will be required to purchase student insurance before the start of school.

FIRE DRILLS, LOCKDOWNS & LOCKOUTS

The signal that initiates a fire drill by automatic bells complies with State Code. The school practices lockdowns and fire drills regularly. The purpose of fire and lockdown drills is to instill procedures in students so that they will know precisely what to do in case of an emergency. Students shall remain quiet and with their group until the teacher has taken roll and the all-clear signal is given. During a lockout, no one may exit or enter the school. Lockouts are initiated by law enforcement when they deem it potentially unsafe for students to be outside due to an incident near the school. Protocol for fire drills, lockdowns, and lockouts aligns with state requirements and local authorities to ensure proper response to emergencies. Staff are trained annually on emergency procedures and protocols are updated and reviewed regularly.

FINANCIAL

TUITION BILLING, PAYMENT & MANAGEMENT

- Tuition plans are as follows: Ten monthly payments (Aug - May), STO or Cash Pay, Annually, and Quarterly – (Quarterly for ESA Families Only).
- If annual tuition is paid in full by the first day of school, the family will receive a five percent discount.
- If an account becomes more than 30 days past due, the student may not be allowed to attend class until the account is brought current.
- Tuition is not prorated if your student is absent due to illness, staying with a relative or friend, on a family trip, or for any other reason presented to the office.
- When a student voluntarily or involuntarily withdraws from the school for any reason, at any time, a parent must notify the Administration using a formal Withdrawal Form. Tuition is not prorated but will be billed in full for the quarter in which the student withdraws.
- Parents must inform the Billing Specialist upon acceptance of an ESA contract in any quarter. (billing@wvchristianschool.org). Tax credits (STO) and ESA funding are prohibited from being utilized in the same school year.
- The family portion of the ESA quarterly invoice, must be paid in full before the start of the next quarter. The primary ESA account holder will be billed the total quarterly amount. In a split family situation, any remaining balance due after ClassWallet remits payment, will be billed fifty-fifty (or court-ordered percentage) between each financially responsible parent.

- All financial obligations for promoting eighth graders or graduating seniors must be paid in full by April 30th in order for the student to participate in promotion ceremonies and the 8th grade/senior trip.
- The School requires that all unsatisfied debt from the prior school year be due and payable to WVCS no later than June 30 . Family balances must be paid in full in order for the student to return and remain on the enrollment roster for the new school year. Students may not return to school for a new year if the account remains delinquent from the preceding year.
- When a student is withdrawn from school (or at graduation), all financial obligations need to be paid before grade sheets and/or transcripts are released.

FINANCIAL ASSISTANCE / SCHOLARSHIPS

West Valley Christian School families are blessed to have a wide variety of student tuition organizations (STO's) and Empowerment Scholarship Accounts (ESA's) available to help make Christian education affordable for all families with all income levels.
WVCS is a preferred school with Arizona Christian School Tuition Organization (ACSTO) and other tax credit organizations. Information and a list of participating STO's is provided upon request in the Business Office. ESA is administered by the AZ Department of Education (ADE) and funded by state tax dollars to provide education options for qualified Arizona students. Which funding source is the best option for your family - STO or ESA scholarships? Contact the Business Office for assistance.

REFUNDS / WITHDRAWALS

Written notice is needed if the parent wishes to withdraw their child from school. This notice is valid only when a withdrawal form is completed in the school office. **All financial obligations must be paid before transcripts are released.** Students may not return to school for a new year if the account remains delinquent from the preceding year. Application and Registration fees are non-refundable.

PLEDGES

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

PLEDGE TO THE AMERICAN FLAG

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

PLEDGE TO THE CHRISTIAN FLAG

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

PLEDGE TO THE BIBLE

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

REVISION POLICY

West Valley Christian School reserves the right to change any policy or procedure in the Parent/Student Handbook at any time when, at the discretion of the Board and administration, if it deems the change to be in the best interest of the school.

Appendix A:

LEAD the Warrior Way

	Classroom	Cafeteria	Restrooms	Playground or Common Areas	Transitions and Pick Up
L **Live Respectfully** **Romans 12:10** *Love one another deeply as brothers and sisters. Take the lead in honoring one another.*	• Listen to others • Follow dress code • Be an active participant • Allow for personal space	• Clean up after yourself • Follow directions and procedures • Use appropriate voice level • Respect supervisors	• Use for intended purpose • Keep hands to self • Go quietly back to class • Use an appropriate voice level	• Follow directions given by adults • Play fairly and follow the rules • Follow school expectations when interacting with peers or siblings	• Engage in appropriate conversations • Follow teacher and school expectations • Use appropriate voice level when outside the classroom • Keep areas clean
E **Embrace Integrity** **2 Corinthians 8:21** *Indeed, we are giving careful thought to do what is right, not only before the Lord but also before people.*	• Support others in need • Meet assignment expectations • Lead by example • Be honest	• Remain in your spot in line • Use table manners • Be polite • Sit by those sitting alone	• Use only as needed • Report problems to an adult • Keep the restroom clean	• Include others in play • Admit when you make a mistake and make it right • Report bullying • Christlike sportsmanship	• Calmly walk to destination • Say excuse me to get by • Report vandalism
A **Act Responsibly** **James 4:17** *So it is sin to know the good and yet not do it.*	• Use materials and equipment appropriately • Bring Required materials • Follow directions and procedures • Be prompt • Stay on task • Take responsibility for your actions	• Remain in seat • Keep hands to yourself • Walk • Eat your own food • Handle food appropriately	• Go directly to the designated restroom • Use toilet, flush, wash hands and leave • Walk safely in the restroom • Return to class in a timely manner	• Stay in assigned area • Use equipment safely as intended • Line up promptly • Report strangers or dangers to an adult	• Go directly to assigned area • Avoid distractions • Arrive and depart on time • Have a pass or walk with your class • Keep hands, feet, and other objects to yourself
D **Display Kindness** **Ephesians 4:32** *And be kind and compassionate to one another, forgiving one another, just as God also forgave you in Christ.*	• Use kind words (ex. please, thank you) • Encourage others to do their best • Accept differences	• Respect others table space • Help others in need • Engage in appropriate conversations	• Respect school property • Respect the space and privacy of others	• Assist others when needed • Encourage others • Engage in appropriate conversations • Listen to other's ideas and feelings	• Use graced filled words • Greet people positively • Help others in need

Appendix B: