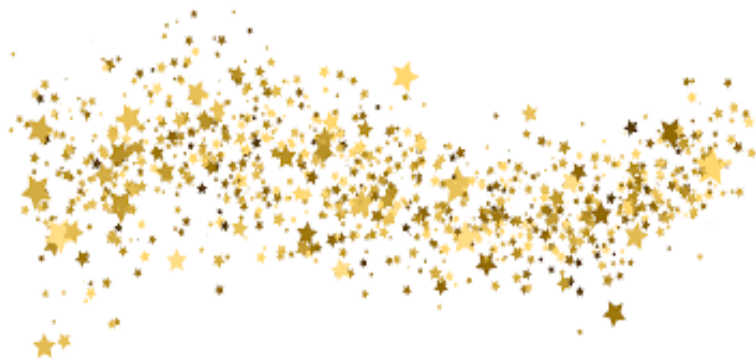


**Ventura County Christian School
Elementary School Handbook
2023-2024**



**38 Teloma Dr, • Ventura, CA. 93003
805-641-0187 • venturacountychristian.com**

Dear Parent/Guardian,

Welcome to the 2023-2024 school year!

The information in this handbook is designed to provide **valuable details** regarding elementary school procedures and the rights and responsibilities of elementary students at Ventura County Christian School. May this handbook serve as a resource for you and your student(s) during this school year.

It has been our aim for many years to create and sustain a **positive school environment**. A positive school environment is vital to a student's overall academic success and helps children feel socially, emotionally and physically safe at **school**. According to the National School Climate Council, *'a sustainable, positive school climate promotes students' academic and social development.'* Our banner verse from Ephesians 4:32, underscores the essential virtue of kindness and endeavors to bring a Christ-like and Christ-centered atmosphere to our community—*"Be kind and loving toward each other, forgiving each other, just as God forgave you in Christ."*

Together we are **partners** in **your child's educational journey**. We invite you to read this handbook and become familiar with the policies, guidelines and procedures of our elementary school. The success of your child at school depends on positive collaboration between home and school. I invite you to visit our campus often, take part in school activities and be a vital part of your child's progress and our school community. Do not hesitate to contact your child's teacher if you have any questions or concerns. It is my sincere desire that we all work together in fostering positive learning experiences for our students.

May God bless your family with an outstanding school year!

Sincerely,

Dr. & Mrs. Geue

VCCS Administration

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Mission Statement

The mission of Ventura County Christian School is to provide an educational experience for the whole family—from K4 through 12th grade—an educational experience that is immersed in excellence, innovation and integrity and birthed from a Christian worldview.

Ventura County Christian School exists in partnership with home and church to provide a strong college preparatory education with an emphasis on fundamental Christian values and high moral and ethical standards--resulting in students who fulfill God's plan for their life.

We embrace:

- A vision to educate the whole person and see lives changed—to prepare leaders with sharp minds and hearts that are ready to serve.
- An educational objective to integrate college-preparatory learning in the context of Christian faith and values—promoting academics, athletics, the arts and Christian discipleship in elementary, middle school and high school

School Objectives

Ventura County Christian School aims to lead each student to develop Spiritual Life, Intellectual Competence, Personal Development, Citizenship and Cultural Heritage

Spiritual Life

Our aim is that each student will:

- know that God is the Creator and sustainer of all things.
- know His Son, Jesus Christ, as Lord and Savior, and the indwelling of the Holy Spirit as a guide for life
- know that the Bible is God's Word and is the foundation for our faith. One of the ways that God speaks to mankind is through the Bible
- know that we can speak to God in prayer
- accept Christian standards and ideals as a basis for life choices
- embrace a Christian worldview from a Biblical perspective

Intellectual Competence

Our aim is that each student will:

- develop necessary knowledge and skills in our core subjects of Language Arts, Mathematics, Science, History and Bible
- develop necessary knowledge and skills in elective classes such as Spanish, Music, Art and Life Skills
- develop effective work and study skills
- develop critical thinking skills

Personal Development

We seek to build a positive self-concept and self-worth in students by:

- building a positive school community that honors God, the school and one another
- building a positive school community that focuses on kindness
- increasing an understanding of one's and other's physical/mental competencies
- assuming responsibility for one's actions
- encouraging the acceptance of inaccuracies as part of the learning process
- developing an understanding of innovation and excellence

Citizenship

We strive so that each student will:

- demonstrate sensitivity to the similarities and differences of others
- develop abilities to work productively in independent and group settings
- demonstrate respect for those in authority
- identify with Christian ethics and values in all situations

Purpose

Ventura County Christian School is dedicated to a high standard of Christian Education through offering quality elementary, middle and high school college preparatory courses and electives that are appropriate to every grade level.

We purpose to teach Christian ethics throughout the program and demonstrate the benefits of godly relationships in the daily lives of the teachers and students at the school.

We purpose to teach and mentor students through the lens of a biblical value system, and thereby interface into our society young adults of a strong moral character.

We purpose to live out commitment to the surrounding community, interacting with the Ventura county area through a variety of services in which our students learn the importance of making a positive difference in society.

An investment in knowledge
pays the best interest.

Benjamin Franklin

Vision

Transformational Learning

*"Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is— his good, pleasing and perfect will."
Romans 12:2*

We embrace a vision to educate the whole person and see lives changed, thus preparing children for God's plan for their lives.

An outcome of our educational journey is transformational learning- learning that transforms the student academically, spiritually and emotionally as a part of God's plan for each student. Transformational learning is a unique characteristic of VCCS.

Developed by Dr. and Mrs. Geue, **transformational learning** is a God-centered, love-based approach to education that cultivates an environment where students embrace opportunities to learn, grow and thrive --thus transforming into their very best self. *At VCCS, we describe this as transformational learning.*

The foundation of transformational learning is love. Research has found that the brain learns best when it *senses or feels love*. The Bible states that "God is love" (1 John 4:8) Our mission at VCCS is clear. **Our aim is to produce a God-centered, love-based environment where students learn and thrive.**

The results at VCCS are noteworthy. As students learn in the love-based learning environment at VCCS, **they transform to become their personal best** in the subjects that they study and as individuals. Our students become what we call, **"the best version of themselves."**

Our aim is to provide a school that is immersed in God's love and enriched in academics—and prepares students for God's plan for their lives. (Jeremiah 29:11)

Beloved, let us love one another,
for love is from God.

I John 4:7

Statement of Faith

We believe in:

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

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

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

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

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

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

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

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

School Verse

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

The school's verse is Philippians 2:15, where the apostle Paul encourages us to "*shine like stars in the universe*" (NIV). We are thrilled to see students and alumni grow to become young men and women whose lives shine with the light of the Gospel as faithful witnesses to what Christ is doing in our world today.

Our mascot is the star and you will see stars as symbols of VCCS throughout the school.

Education is not the filling
of a pail,
but the lighting of a fire.
Y. B. Yates

History

Ventura County Christian High School first opened its doors in 1993 to ninth and tenth graders as an answer to a need in the Ventura area for a Christian high school. In the years following, Ventura County Christian High School found a home at Grace Church, Bible Fellowship Church and other locations in the city of Ventura. Ventura County Christian School remained a high school until 2004, when a new door opened for the school to become a K-12th grade institution. The school relocated to the Washington School building on MacMillan Ave. where it is today. In 2014, the K4 (four year old kindergarten) class was added.

The educational system at VCCS is result of prayer, perseverance, dedication on behalf of its founders and supporters.

VCCS has been firmly planted in Ventura to help train up children with strong Christian values and excellent academic knowledge.

VCCS is blessed to have the support of many in the Ventura community, nationally and internationally.

VCCS High School alumni have graduated from the following institutions: University of Southern California, Westmont College, University of California Channel Islands, University of California Los Angeles, University of California Northridge, Grand Canyon University, Pepperdine University, Point Loma University, Azusa Pacific University, Ventura College, Oxnard College, Chico State University, University of California San Diego, University of New Mexico, University of California Santa Barbara, Moorpark College...
to name a few...

Faculty & Staff

VCCS aims to promote excellence at every turn in our school community—our faculty is no exception. Each member of the faculty comes from a variety of collegiate and university backgrounds. Each teacher brings a rich contribution to the strong learning environment at VCCS and feels a sense of personal calling to serve at the school. It is the responsibility of the principal to maintain the proper school standards with the faculty and staff.

The faculty considers it a great privilege and responsibility to affect the lives of children as they attend VCCS and reap the amazing benefits of a quality Christian education.

Elementary Faculty & Staff

Liz Maguire	K4
Diana Luna	K4 Aide
Cherry Loe	Kindergarten
Pamela Evans	Kindergarten Aide
Catalina Hishmeh	Grade 1
Nicki Allen	Grade 1
Christina Hodge	Grade 2
Janet Lewis	Grade 3
Mary Billings	Grade 4
Gae Thomas	Grade 5
Ariel Luna	PE
Donna Ellis	Art
Lupita Varela	Office Manager
Raven Vasquez	Office Assistant
Selene Rojas	Aide, After Care, Facilities
Tanja Geue	Principal
Perry Geue	Administrator
Fred Wilson	Registrar

School Board

Dustin Lyons	Chair
Heather Carlos	
Tony Carlos	
Bob Davis	
Perry Geue	
Tanja Geue	
Brad Lawson	

Admissions

Enrollment in Ventura County Christian School is a privilege. VCCS admits students of any race, color, or national or ethnic origin to all of the rights, privileges, programs and activities available to students of this school. VCCS does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, financial aid or activities.

The mission of Ventura County Christian School is based on Christian values; therefore, the prospective student/family must indicate their willingness to support these values.

VCCS reserves the right to exclude any student involved in a crime resulting in a conviction in a court of law; the use of illegal drugs, alcohol or tobacco products; sexual promiscuity; expulsion, suspension or discipline report from another school.

Student application forms are available in the school office or on the VCCS website. (www.vccschool.com) Upon submission of an application, an appointment is made to meet with the principal.

Learning is not attained by chance;
it must be sought for with ardor and diligence.
Abigail Adams

Academics

Curriculum, Grades, Honor Roll

A. Curriculum: VCCS elementary school uses the **Abeka curriculum for all core subjects**. Abeka is a time-tested, comprehensive, quality Christian curriculum that gives children a strong foundation in academics as well as character. Abeka curriculum is backed by solid research and demonstrated student results. VCCS offers physical education, art and music classes in the elementary program. Art, PE, and Spanish use varying curricula.

B. Grades: Grades are issued during four quarters in the school year. A quarter is 9 weeks long. Some quarters may be longer depending on the calendar year.

C. Honor Roll: Honor Roll achievement is awarded **beginning in the fourth grade**.

Elementary honor roll is based on academic subjects (Reading, Spelling, Science, History, Math, Bible). Music, art, handwriting, and physical education are not counted in earning recognition for the honor roll. Placement on the honor roll is based on grades earned on the quarterly report card.

A Honor Roll- (A grade achievement in the core subjects). A Honor Roll is awarded to students who have earned all A's in all academic work.

AB Honor Roll -(A or B grade achievement in the core subjects). AB Honor Roll- The "A-B" Honor Roll is awarded to students who have met the minimum requirement of B's or higher in all academic work.

Learning is a treasure that will follow its
owner everywhere
Chinese Proverb

Chapel

Chapel is one of the most important times of our school week. Chapel gives the school community the opportunity to worship God and to learn more about Him. Elementary Chapel is held on **Thursday mornings at 8:15 a.m.** in the Auditorium. Chapel includes worship, singing and Bible teaching. Chapel lessons are taught by VCCS faculty or by local pastors and leaders. Once a quarter, students participate in an All-School Chapel (K4- Grade 12), which is taught by faculty and guests.

Seek the Kingdom of God above all else,
and live righteously,
and God will give you everything you need.
Matthew 6:33 NLT

Fieldtrips

Fieldtrips are designed for the **purpose of enriching the academic experience and are age appropriate in nature.** The coordinating teacher is responsible for all decisions relating to the field trip activity. These decisions include the following: dates, times, transportation, meals, lodging, itinerary, supervision and discipline. It is the chaperone parent's responsibility to support and assist the teacher in supervising small groups of students as assigned by the teacher. Students are to remain in the assigned groups and must remain together under supervision at all times.

Siblings may not attend field trips. Siblings under the age of two years old may attend fieldtrips with their parent/guardian as some of these children are nursing infants.

A student may not participate in a field trip if his/her family has become delinquent in tuition payments or if he/she has received a detention or suspension from school.

SALT hours may be accrued through field trip participation by serving as a chaperone or VCCS driver. This is coordinated and approved by the supervising teacher. Driving one's child alone in a personal vehicle does not credit for SALT hours.

Anyone who keeps learning
stays young.
Henry Ford

Procedures

A. Arrival and Dismissal

Arrival: School begins at **8:00 AM**. **Morning Care** begins at 7:30 a.m. Students enter through the side gate of the school (off of the parking lot) and proceed to their class line up area.

Dismissal: Dismissal is at **2:30 PM**. K4 and Kindergarten dismissal is at 2:15 p.m.

Elementary students are dismissed from the side gate off of the parking lot.

Students may only be picked up by their parents/guardians or authorized individuals listed on their 2023-202 registration forms. Students who are not picked up by 2:30 p.m. are directed to Kids Club (*After School Care*).

B. Campus & Events

VCCS is a closed campus. Students may not leave the school campus during regular school hours, without a written request signed by a parent and submitted to and approved by the school office.

Students may not leave school sponsored events such as field trips, programs and class outings before the scheduled dismissal without a written request by a parent which has been submitted to and approved by event sponsor, teacher, or school office. Students who have medical, dental and other appointments during the school day, must wait in the school office until the parent/guardian arrives and signs them out.

C. Attendance

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

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

1. Absences

Parents must notify the school office by 10:00 a.m. on the first day of an absence, and state the reason for the absence. A student that is absent three or more consecutive days must submit a note from his/her doctor.

Excessive Absences— A student that is absent more than twenty days of school is not eligible for promotion to the next grade level. A notice will be sent to the parents of students whose absences have reached 50% or more of the maximum allowable days. Parents of students accruing excessive absences will receive written notice from the principal. In cases of extreme absences (not including

medical) a student may be withdrawn from school.

2. Assignments When Absent

It is the **responsibility of the student or parent to secure the assignments or tests missed** during an absence. Please call the school office by 10:00 a.m. or contact the student's teacher.

Re-Admittance- Upon returning to school following an absence, **student must sign in at the school office and receive a re-admittance slip and also provide the school with a note from parent** which includes the following information:

- Student's name
- Grade
- Date(s) of absence
- Reason for absence
- Signed and dated by the parent

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

3. Tardiness

It is understood that from time to time, students are late to school. Please make every effort to get your student(s) to school on time. Students arriving after 8:00 a.m. will be marked tardy. VCCS will administer the following procedure for unexcused excessive tardiness during a quarter.

- 4th unexcused tardy = Warning slip sent home with student
- 5th unexcused tardy = Notification from the office
- 6th unexcused tardy = Second Notification from the office
- 7th unexcused tardy = Conference with the principal or administrator
- 8th unexcused tardy = \$25 fine will continue for each consecutive tardy

4. Early Dismissal

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

- Parent (or guardian) must come to the school office and sign out the student.
- Students are only released to the parent or a person identified as an authorized "pick up person"
- Obtain a re-entry slip from the school office upon returning to school

5. Drop Offs

If you are dropping off a lunch, jacket, water bottle, school materials, etc., please drop the off in the school office. Do not take items directly to the classroom. The office staff will make sure that your student receives their items.

6. Food Deliveries and Door Dash

Parents/guardians are welcome to arrange food deliveries for their student. All deliveries are kept in the office and students are asked

Family Trips

Family trips and extended absences from school in excess of three days must be reported to the office at least one week in advance. Family trips are an unexcused absence. Parents must request any assignments that will be missed directly from the teacher.

6. Guests

All guests must sign-in at the school office and receive a visitor's badge. Parents may visit a classroom having pre-arranged the time and day with the teacher. Parents may not drop-in to visit a class. All guests must call in at the front door where the school phone number is posted. The front door will remain locked at all times.

7. Illness

If your child has a cough, fever, cold, runny nose, etc. do not send them to school. Children who exhibit symptoms such as these will be sent home. A student who becomes ill or is injured during school day will report to the office. A phone call to the parent/guardian will be made by the office staff.

7. Medicine

All medicine must be checked in, stored and dispensed in the school office. All prescription medicine must be accompanied by a doctor's note. Over the counter medicine (including cough drops, vitamins, essential oils, etc.) must be accompanied with a signed note from the parent describing dosage and usage.

He who questions much,
shall learn much and retain much.
Francis Bacon

Student Conduct

Our goal is that VCCS students will conduct themselves according to the Christian standards of honesty, integrity, responsibility, kindness and love in harmony with the principles of Scripture. The standard by which a young person is to live is the conscious aim for God's approval and the witness of his or her Christian testimony.

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

When misconduct occurs, disciplinary measures will be taken. Every attempt will be made to instill in each student an understanding of the infraction necessity of the consequence for misbehavior and the potentially positive outcome. **The discipline policy applies to students while they are on campus, on buses and other vehicles the school might use, on fieldtrips or at school functions.**

It is important to remember that students are representatives of VCCS outside of school and in the community. Overt behavior that impairs the testimony of the school cannot be ignored. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

A. Campus Conduct

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

- Verbal or written warning
- Loss of privileges
- Parental conference, conversation phone call or email
- Referral to Administrator

1. Referral to the Principal

When a student is referred to the Principal due to a disciplinary issue, the principal

will determine the appropriate response considering such factors as the seriousness of the matter, the number of offenses and the attitude of the student. Students may be sent home immediately, depending on the severity of the infraction. (suspension, expulsion)

First time- the principal will speak to the child and send them back to class with a note for the parent.

Second time- the student calls their parent from the principal's office.

Third time- the student is sent home for the day/suspension.

2. Inappropriate Behavior

The following behaviors are not permitted on the VCCS campus and are immediately referred to the principal.

Level I Infractions. The principal will meet with the student, determine consequences and notify the parent. When a Level I Infraction is repeated, the consequences will move in their severity from on campus consequences (i.e., sitting out in recess, sitting in the office) to more severe consequences. (after school detention, suspension)

- **Disrespect, inappropriate playground behavior, (excessive pushing, shoving), stealing, inappropriate language**
- **Harassment**- Any form of harassment or intimidation of any kind is not permitted at school.
- **Inappropriate speech or action**- Disrespecting another student or faculty; breaking school rules.

Level II Infraction. Consequence is school suspension or expulsion.

- **Bullying**- VCCS is committed to a safe and civil educational environment for all. VCCS has prohibits harassment, intimidation, and bullying. "Harassment, intimidation or bullying" is an intentional written, verbal, or physical act, that:
 - Physically harms a student or damages the student's property
 - Has the effect of substantially interfering with a student's education; is severe, persistent, or pervasive and creates an intimidating or threatening educational environment
 - Has the effect of substantially disrupting the orderly operation of the school

Any form of bullying is not tolerated and may result in a suspension or expulsion.

- **Fighting**
 - A student who is involved in a fight will receive a 3-5-day suspension or expulsion from school. However, a penalty up to and including suspension will be considered for any student who, in the course of defending him/herself, inflicts intentional physical harm on another.
- **Profanity/Gross Disrespect**
 - Discourteous behavior and inappropriate language will be handled through Level I procedures. However, repeated or obnoxious profane language or gross disrespect for authority will lead to suspension or expulsion. Profane language includes gross sacrilege, vulgar language and obscene gestures. Gross disrespect of authority includes either open defiance or active resistance toward a teacher, staff member, or other adult volunteer, which is either belligerent or vulgar in nature.
- **Pornography**
 - The possession of any pornographic literature is strictly forbidden and will lead to suspension or expulsion.
- **Self-Harm**
 - Any form of self-harm (direct injuring of body tissue) will not be tolerated. This includes, burning, scratching, banging or hitting body parts, interfering with wound healing, hair-pulling and the ingestion of **toxic** substances or objects. Students involved in self-harm will be immediately sent home and assigned a 1-5 day suspension or, in severe cases, expulsion, from school.
- **Sexual Harassment**
 - Students who harass other students or staff members by mean of overt sexual comments or advances will receive a 2-5 day suspension from school and may, depending on the severity of the incident, be recommended for expulsion.
- **Substance Abuse**
 - A student that possesses, uses, or is under the influence of any narcotic substance, alcoholic beverage, controlled drug, or intoxicant of any kind shall be subject to immediate expulsion.
 - A student who distributes narcotics, an alcoholic beverage, a controlled drug, or an intoxicant of any kind shall be recommended for expulsion.
- **Racial Slurs**
 - Students who make use of demeaning racial slurs for the purpose of insulting any person at school or school activity will receive a minimum one day suspension from school and may be recommended for expulsion.
- **Theft**
 - Acts of theft will be subject to one to five days of suspension or expulsion depending upon the severity of the incident and restitution

of the items taken.

- **Tobacco and Vapor Use**
 - Smoking is prohibited on school grounds or at school sponsored events. Possession of any tobacco or vapor product is prohibited and is subject to immediate five day suspension or expulsion.
- **Weapons**
 - A student possessing a weapon or causing/attempting to cause physical injury to oneself, a school employee or student shall be recommended for expulsion. Toy weapons and fireworks are prohibited.

Dress Code

Neatness and Modesty

The dress code is designed to create an environment that enables a student to gain the respect and confidence of others through his/her outward appearance and to promote a positive school environment.

Clothing/General Guidelines

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

A. Boys

- Pants- jeans, athletic pants or shorts. No rips or tears.
- Shirts- t-shirts. No tank or midriff shirts, no rips, tears or holes.
- Shoes- leather/tennis closed toe shoes. No sandals or flip flops.
- Hoodies, sweatshirts, sweaters, jackets.
- Hair: Neat, clean and not in the eyes.
- No piercings or tattoos

B. Girls

- Pants- jeans, or shorts. Rips or tears should be from below the mid-thigh. Super short shorts are not permitted.
- Shirts- t-shirts. No spaghetti strap, tank midriff shirts. No rips, tears or holes.
- Dresses- modest in length, no spaghetti strap or sun dress.
- Shoes- leather/tennis closed toe shoes. No sandals or flip flops.
- Hoodies, sweatshirts, sweaters, jackets.
- Hair: Neat, clean and not in the eyes.
- Jewelry: Moderate jewelry/earrings that is not a distraction or dangerous. (ex. PE class, field trips)
- Ear piercings only, no tattoos

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

- C. **PE Class-** The PE teacher will communicate to parents regarding attire for the class.

A well-educated mind will always
have more questions than answers.
Helen Keller

General Information

A. After School Events

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

B. Kids Club/After School Care

Students who are not picked-up by 2:45 p.m. will report to Kids Club. Kids Club is held from 2:24-5:30 p.m., Monday-Friday, in Cafeteria.

C. Birthday Parties

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

- **On-Campus Parties:** Schedule your child's birthday celebration with his/her teacher. The teacher will approve the date, time, length, food and activities. The parent/guardian's assistance is required. A room parent may take the place of a parent/guardian if needed.
- **Off-Campus Parties:** No one likes to be excluded from a party. Please be sensitive in this matter. Invitations may not be distributed on campus for off-campus socials or parties unless the entire class is invited.

D. Class Standards

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

- **Individual Classrooms:** Each teacher will establish his/her classroom policy regarding homework and tests.

E. Designated Learning Areas

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

F. Quiet Campus

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

G. Dismissal

Dismissal is at 2:30 p.m. Classes will be dismissed by the teacher at the end of the school day. Students are picked up by their parent/guardian at the elementary gate by the Bungalow. Students must have a written note from their parent/guardian to go home with another student. Students will be dismissed to their parent/guardians only or to persons listed on the student's registration form as approved to pick the student up.

H. Classroom Visits

We welcome VCCS parents to visit and serve in our classes! Please make your visitation request to your child's teacher to schedule a time. Parents are asked to visit no more than once per quarter, unless they are volunteering in the classroom.

I. Playground Guidelines

Students are expected to respect one another's personal space. By keeping one's hands to oneself, most conflicts can be avoided. Good citizenship begins with respect of people and property.

Rules

- Demonstrate kindness with words: no verbal put-downs, rude gestures, or bad words.
- Demonstrate kindness on the playground equipment. Do not destroy the equipment or other people's things.
- Follow directions from the teacher on duty.
- Stay inside the playground fence. If a ball is kicked out of the playground, notify the supervising teacher or playground aid.
- Keep hands, feet, and other objects to oneself.
- Practice safety. Use the equipment safely
- Do not use other sports equipment (balls, jump ropes, etc.) on the playground equipment.
- Play only in the elementary playground area.
- Do not throw or kick rocks, dirt, sand, gravel, stones, sticks, hard baseballs, or any object, which could hurt another.
- At the sound of the whistle- stop playing immediately and hurry to line

up.

- Touch or flag football may be played as long as no one is pushed down or hurt in any way.

Unacceptable playground behaviors/NOT permitted on the playground:

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

Off Limits Areas

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

- Parking lots
- Behind the Bungalow along the property line
- Dumpster area (outside of the Auditorium)
- Behind the cafeteria and shed
- Outside the school gates
- Trees, bushes or hills around the field

Lunch/Recess

- Students must have a pass to enter the building during recess
- Food or drink is allowed only at the picnic tables under the sunshade
- No sharing
- All students must dispose of their own trash in the trashcans nearby

Playground Equipment

Slide

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

Bars and Jungle Gym

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

Blacktop Area

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

Equipment

- Return all equipment to the storage area outside of the kindergarten room

Time Out

- A student may be assigned time out for misbehavior on the playground
- The student may receive a limited or full-period time out
- While in the “time out”, students are to sit quietly and reflect upon the incident. Students in time out may not visit with or play with other students. A student who refuses to comply with the request to go to time out or leaves without permission will be sent to the principal’s office and receive consequences for defiance of authority

Rainy Day Recess

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

The giving of love is an education in itself.
Eleanor Roosevelt

Volunteers

All volunteers must complete the volunteer forms and submit them to the school office where they will be submitted to and cleared by *Protect My Ministry*. The forms are then reviewed and approved by the school office. All volunteers must sign-in at the school office upon entering the school campus. All volunteers must wear a VCCS volunteer lanyard or name badge.

Volunteers are not permitted to stay for the entire school day and must be assigned to a specific classroom or duty. Volunteers must be approved for specific service by the classroom teacher or the school office.

S.A.L.T. Policy

"Serving and Laboring Together"

SALT is a program where each family is asked to serve a minimum of *20 hours per year at the school*. Through this program, we have been able to host programs and events, serve dinners and banquets, take school field trips, make repairs to our building and much, much more. SALT has helped to build our school community- of which we are so very grateful.

SALT service areas include: fieldtrip driver/chaperone, Silent Auction, classroom aide, tutoring, tech services, landscaping, office assistance, facilities, etc.

When your family has served at the school during the 2019-2020 summer, please record your SALT hours in the school office SALT binder. Families who have not met the SALT criteria by the end of the school year will be billed accordingly.

During the month of June 2020, each family will receive an invoice of the hours that they have served. A rate of \$20.00 per hour will be charged for each hour not served. (20 hours x \$20.00 per hour = \$400.00)

**Ventura County Christian School
Parent & Student Handbook Acknowledgement Form**

Student Handbook Acknowledgement Form

After reading the Parent/Student Handbook, please discuss all of the information that is appropriate with your student(s). Please sign the acknowledgement below (parent/legal guardian and student) and return this page to school office.

Parent Acknowledgement

As a parent or guardian of a Ventura County Christian School student, I acknowledge the Student Handbook and the policies contained within, are available to me through the Ventura County Christian School website.

I have reviewed the Student/Parent Handbook with my student in an effort to promote a better understanding of Ventura County Christian School rules and expectations.

I acknowledge receiving the VCCS Elementary Handbook and policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook may be amended during the year and that such changes will be made available on the VCCS school website or in the school office.

I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the school rules, policies, and procedures.

Parent/Guardian Signature _____ Date _____

Student Acknowledgement

As a Ventura County Christian School student, I have reviewed the Student Handbook and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be changed during the year.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and District rules, policies, and procedures.

Student Signature _____ Date _____