
VCCS Middle School Handbook



2023-2024



Middle School
STUDENT HANDBOOK
2023 -2024 School Year

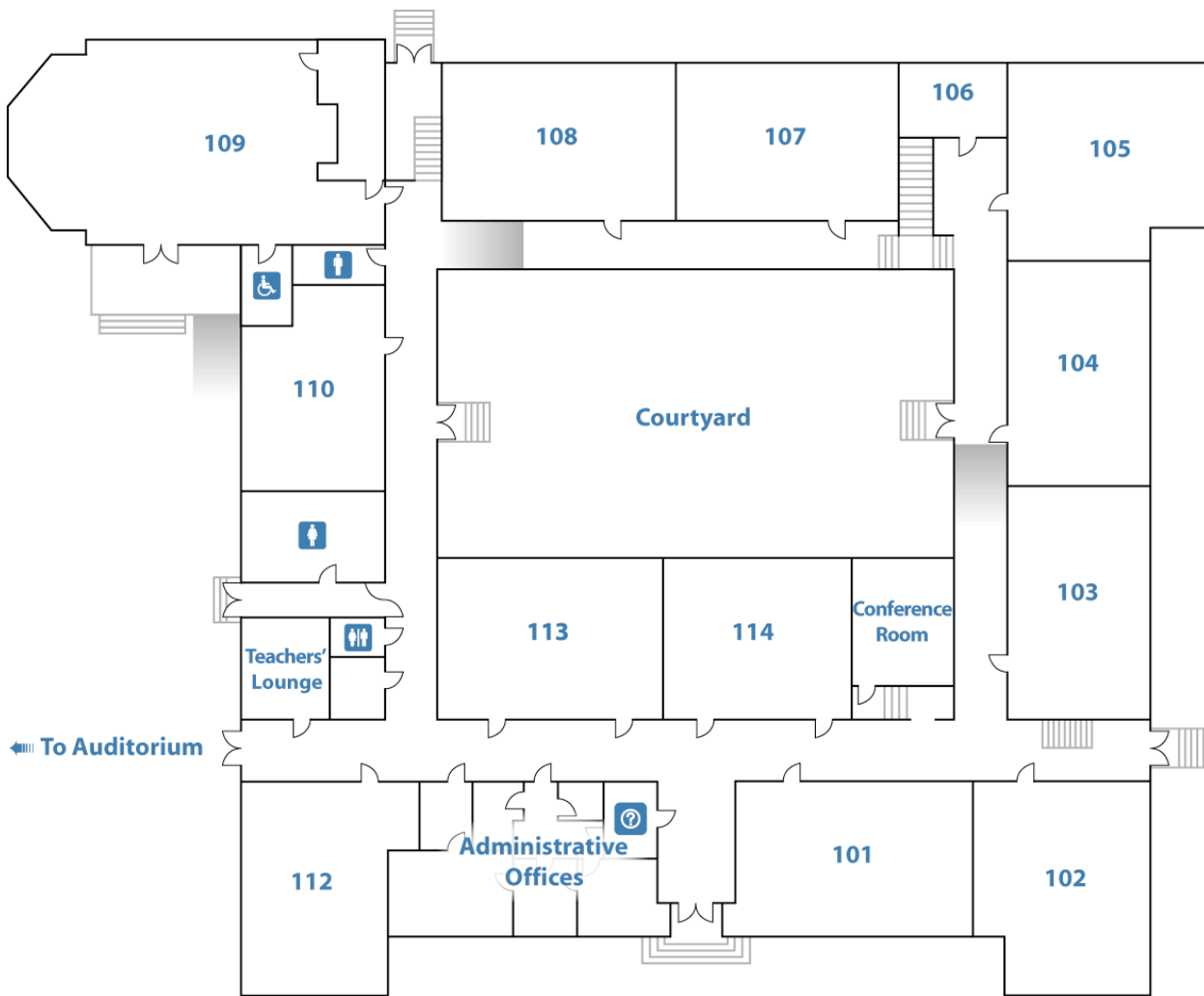
VENTURA COUNTY CHRISTIAN SCHOOL

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



BELL SCHEDULES

Per.	Regular
P1	08:00-08:50
P2	08:55-09:45
B	09:45-10:00
P3	10:00-10:50
P4	10:55-11:45
L	11:45-12:20
P5	12:20-01:10
P6	01:15-02:05
P7	02:10-03:00

Per.	Chapel
P1	08:00-08:45
P2	08:50-09:35
B	09:35-09:45
P3	09:45-10:30
C	10:35-11:20
P4	11:25-12:10
L	12:10-12:45
P5	12:45-01:30
P6	01:35-02:15
P7	02:20-03:00

Parents! See section 8.7 for guidelines for when your student is absent.

VCC sees itself as only one part in the larger puzzle of raising a godly child—check out its mission and purpose on pp.3,4.

-TABLE OF CONTENTS-

1. Statement of Faith, 2. Mission Statement	3
3. School Objectives, 4. School Purpose Statement	4
5. History, 6. Admission Policy	5
7. Campus Conduct	6
8. Attendance Policy	7
9. Campus Rules	12
10. Academic Policy	22
11. Dress & Grooming Code	26
11.2 General Dress Code Guidelines	27
11.5,6 Gender-Specific Guidelines	30
12. Harassment Policy, 13. Discipline Policy	32
14. General Information	38
14.5 SALT Policy	39
Parent/Student Agreement	42

Did you know that what you do on and off campus affects your ability to attend VCC? Better check out section 9.

Involved in extra-curricular activities? Check out the academic probation policy on pp. 22-23.

Is it a sweater or a sweatshirt? You need section 11.2.4!

Parents need to be involved, too! See pp.38, 39 for details on how you can be a part.

Parents and Students! Don't forget to sign the Parent/Student Agreement! It's your promise to cooperate with the school and is a requirement to attend. Page 42

For the rationale behind our dress code, read § 11.1, "Philosophy of the Dress Code."

1. STATEMENT OF FAITH

We believe in:

- 1.1.** One God, eternally existent in three Persons: Father, Son, and Holy Spirit; God the Father Almighty, maker of heaven and earth;
- 1.2.** Our Lord, Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His atoning death on the cross, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory;
- 1.3.** The Holy Spirit, by whose indwelling the believer is enabled to live a holy life to witness and work for the Lord Jesus Christ;
- 1.4.** The Holy Scriptures as originally given by God, divinely inspired, entirely trustworthy, and the only supreme authority in all matters of faith and conduct;
- 1.5.** The salvation of lost and sinful humankind through the shed blood of the Lord Jesus Christ, by faith apart from works;
- 1.6.** The unity of the Spirit of all true believers in the Church, the Body of Christ, where believers should assemble for teaching, prayer, praise, fellowship and ministry;
- 1.7.** The resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation;
- 1.8.** 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.

2. OUR MISSION STATEMENT

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

- A vision to educate the whole person and see lives changed—to groom 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—to promote academics, athletics, the arts and Christian discipleship in elementary, middle school and high school

3. SCHOOL OBJECTIVES

- 3.1. To teach students how to conduct themselves in a godly and Christlike manner in areas such as relationships, learning, school activities and sports.
- 3.2. To integrate academic subjects, an appreciation of the fine arts, physical education and the Bible in our teaching, so that students may grow spiritually, academically, and physically.
- 3.3. To offer college preparatory courses.
- 3.4. To equip students to share their Christian faith at home and with the world.
- 3.5. To teach students a godly loyalty to our country.
- 3.6. To teach students a Christian worldview.
- 3.7. To teach students to apply themselves to their work and to fulfill their various responsibilities both independently and cooperatively.
- 3.8. To teach students respect for constituted authority.
- 3.9. To teach students to relate to their community with a Christlike attitude and to live in such a way as to not compromise their Biblical convictions.
- 3.10. To avoid teaching peripheral doctrines not addressed by our statement of faith. While it is unrealistic to forbid discussion of issues not held in common by all represented churches, students raising questions concerning such practices or teachings shall be directed to his or her pastor and parents for clarification.

4. SCHOOL PURPOSE STATEMENT

- 4.1. Ventura County Christian School is dedicated to a high standard of education through offering quality elementary, middle school, and high school college preparatory courses, community services, and a curriculum of Bible classes appropriate to every grade level.
- 4.2. Our purpose at Ventura County Christian School is to provide a love-based learning environment where students can become the best version of themselves through Transformation Learning.
- 4.3. 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.
- 4.4. James Dobson stresses the fact: “Private schools provide a valuable option for parents who desire an education unencumbered by the limitations in public schools” (*Focus On The Family*). We purpose to teach and mentor students in a biblical value system, and thereby introduce into our society young adults of a strong moral character.
- 4.5. We purpose to live out commitment to the surrounding community, placing a high priority on interaction with the Ventura county area through a variety of services in which our students learn the importance of making a positive difference in society.

5. HISTORY

- 5.1.** Ventura County Christian High School first opened its doors in 1993 to ninth and tenth graders as an answer to a need in the area for a Christian high school. VCCHS remained a high school until 2004, when a new door opened for the school to become a K4–12th grade institution. What we offer today is the incredible result. It was born of prayer and perseverance, and has become a wonderful school, for which we are truly thankful.
- 5.2.** With support from local churches and their pastors, VCCS has been firmly planted to help train up children with strong Christian values and excellent academic knowledge, resulting in students who leave for college with assurance and confidence.
- 5.3.** Our school board is comprised of representatives from local churches and our community. Additionally, now with an outstanding advisory board (Mayor Christy Weir, Senator Tony Strickland, Pastor Leonard DeWitt, Dr. Bud Weatherby, Assessor Dan Goodwin), there is a bond that exists between the school and community, the sources for an unsurpassed unity and vision.
- 5.4.** It is a great blessing and responsibility to affect the lives of children as they attend VCCS and reap the amazing benefits of a quality Christian education. The staff and students enjoy and benefit from all that is accomplished on campus and they look forward to the many ways that God will use them as they go out to impact the world for His glory.

6. ADMISSION POLICY

- 6.1.** Enrollment in Ventura County Christian School is a privilege. VCCS admits students of any race, color, or national or ethnic origin to all rights privileges, programs, and activities generally available to students at this school. VCCS does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, financial aid programs, or extra-curricular activities.
- 6.2.** The mission of VCCS is based on Christian values; therefore, the prospective student must indicate his or her willingness to support these values.
- 6.3.** VCCS reserves the right to exclude any student who has been involved in:
 - 6.3.1.** A crime resulting in a conviction in a court of law.
 - 6.3.2.** The use of illegal drugs, alcohol, or any tobacco products.
 - 6.3.3.** Sexual promiscuity.
 - 6.3.4.** Expulsion or suspension from another school.

7. CAMPUS CONDUCT

The Ventura County Christian School handbook is your key to a successful school year. It is designed to give you understanding of the basic standards of conduct, academics and school procedures. It will detail for you our spiritual goals and many aspects of our school life. Parents and students are expected to read this handbook carefully and to sign and return the Standard of Conduct Agreement indicating they have done so.

“The mission of VCCS is based on Christian values; therefore, the prospective student must indicate his or her willingness to support these values.”

7.1. Standard of Conduct

VCCS is committed to providing a quality academic program based on a Christian worldview as well as to encourage students in a personal relationship with Jesus Christ. The entire curriculum is designed to meet the students’ needs academically, spiritually, socially, and physically, and to complement the efforts of the student's home and church in promoting these standards. We strongly encourage each family member to strengthen his or her personal faith through individual Bible study, prayer, and church involvement

“Parents and students are expected to read this handbook carefully and to sign and return the Standard of Conduct Agreement...”

- 7.1.1. Respect and courtesy:** All students are expected to follow God's command to treat others with respect at all times by showing cooperation, orderliness, polite conversation, and a humble response to correction. It is expected that students will always demonstrate a positive and respectful attitude in talking about school personnel.
- 7.1.2. Building up others:** In the spirit of a servant's humble attitude, our conversation about others should build them up and encourage them. It is expected that students will speak in a kind way, never mockingly, rudely, disrespectfully, or with vulgar words or swearing.
- 7.1.3. Settling differences:** If we follow Christ's example for settling problems, our attitude will be humble, teachable, and desirous of reconciliation and willing to live peaceably with others. We ask that you use the principles given in Matthew 18:15-17 in solving differences.
- 7.1.4. Responsible citizenship:** Romans 13 tells that God ordained government as an instrument to accomplish His purpose. God has blessed us with freedoms and opportunities in our country that few other countries in the world enjoy. We desire that students learn respect and loyalty for our country, submission to authority, and gratitude for our freedoms.
- 7.1.5. Boy-Girl Relationships:** Boy-girl relationships are important and can be enjoyed without a physical display of affection. The reputation of a girl or boy is invaluable and must be guarded as such. Therefore, a show of affection in a physical manner between a boy and girl is not allowed.

“It is expected that students will speak in a kind way, never mockingly, rudely, disrespectfully...”

8. ATTENDANCE POLICY

Please call (805) 641-0187 for all attendance-related issues.

Student attendance is governed by the rules and regulations of the CALIFORNIA STATE EDUCATION CODE and by the following information:

8.1. The primary purpose of the Attendance Policy is to keep the parent/guardian informed as to the number of student absences in any particular course. The intent of this policy is to improve student attendance, not to impose sanctions. However, sanctions may be imposed, according to the provisions of this Parent-Student Handbook, if absences are excessive.

“Earning full credit for a class is dependent upon a student's attendance in that class. Excessive absences may result in loss of academic

8.2. Class attendance has been proven to be directly related to positive class performance. Earning full credit for a class is dependent upon a student's attendance in that class. Excessive absences may result in loss of academic credit.

8.3. In case of student absence, a parent/guardian must call the Office before 11:00 a.m. and explain the cause of the absence.

8.4. Excused Absence

8.4.1. Any missed work, tests, or quizzes must be made up on the student's time according to the policy for make-up work (§8.6.3). The following situations will be considered acceptable excuses for absences:

8.4.1.1. Illnesses

8.4.1.2. Dental or medical appointments

8.4.1.3. Funerals

8.4.1.4. Religious observances

8.4.1.5. Certain family trips (cf. Trip Request Policy, §8.9)

8.4.1.6. Extraordinary family situations

8.4.2. Arrangements for scheduled absences (other than trip requests) should be made twenty-four hours in advance. The student must obtain an off-campus permit or make arrangements to miss classes, and must present a signed parent/guardian note to the Office and for approval.

8.5. Unexcused Absence

- 8.5.1.** An unexcused absence is any absence without an acceptable excuse, parent note, or approval from the Office.
- 8.5.2.** A student has one school day to clear an unexcused absence with the Office before it becomes a truancy.
- 8.5.3.** When a student's absence is unexcused, he or she may not be permitted to make up school work missed during the period of that absence.
- 8.5.4.** Students who leave campus for lunch with a parent or a teacher during the regularly scheduled lunch time must be back in time for their next class. An absence or tardy resulting from an off-campus lunch will not be excused.

“When a student's absence is unexcused he or she may not be permitted to make up school work missed during the period of that absence.”

8.6. Student Sign-out

Any time a student leaves campus before the end of the regular school day, he or she must sign out in the school office before leaving. If the student returns to school, he or she must sign in upon return.

8.7. Re-Admittance After Absence

- 8.7.1.** Students must obtain their Re-Admission Slips for classes and/or Off-Campus Permits, from the Office, BEFORE 9:00 a.m.
- 8.7.2.** A note written by the parent/guardian must be presented before the student may be readmitted into classes. When a student has a medical or dental appointment, he or she may need to bring a note from the doctor's office to verify the appointment. The note should include:
- 8.7.2.1.** The name and grade of the student.
 - 8.7.2.2.** A reason for the absence.
 - 8.7.2.3.** A clear statement of the dates of absence.
 - 8.7.2.4.** The signature of a parent or guardian.
 - 8.7.2.5.** A note on doctor's or dentist's stationery for a medical or dental appointment.
- 8.7.3.** Students are responsible for making up all homework, quizzes, tests and assignments for excused absences and for finding out from the teacher what the assignments were. Students will have a specific number of days to make up missed work (see §8.7.5 next page). In the case of long-term absences, special arrangements acceptable to the administration and the teacher must be made.
- 8.7.4.** Admit Slips must be shown to and initialed by each instructor.

“It is the student's responsibility to ask the teacher for the missed homework.”

8.7.5. It is the student's responsibility to ask the teacher for the missed homework. A reasonable length of time will be given to the student to make up missed assignments and to take missed quizzes and tests. Students will have the number of days missed plus one in which to make up work. Failure to make up work in the allotted time may result in a zero for those assignments.

“If a student’s total number of class absences (excused and unexcused) reaches 9 in a semester, he or she may lose the credit for that specific

8.7.6. When a student is absent from school for several days because of illness, etc., parents/guardians are asked to contact the student's counselor or advisor, who will arrange with teachers to have class and homework assignments available from the Office. Requests for assignments should be made to the Office before 9:00 a.m. Parents/Guardians may also contact teachers for assignments when their student is absent.

8.8. Consequences for Excessive Absences

8.8.1. If a student’s total number of class absences (excused and unexcused) reaches 9 in a semester, he or she may lose the credit for that specific course. (Lost credits will then have to be made up through summer school courses, community college courses, night courses, etc. in order to fulfill graduation requirements.) Long-term absence due to verified medical illness or trauma is exempt from this policy.

8.8.2. Ventura County Christian School does not provide independent study programs for students on a regular basis. However, Independent Study is allowed in special circumstances (e.g., for students who have a serious illness; parents/guardians would have to submit a doctor's letter supporting this request).

8.9. Medical Appointments

Please try to make medical appointments after school as often as possible. If a student has a medical or dental appointment during school hours, he or she must bring a form of verification from a parent/guardian or from the doctor's office. The verification must be submitted to the Attendance Office within ten days of the appointment in order to be considered as a medical excuse by the school.

8.10. Trip Request Policy

“We strongly discourage families from taking recreational trips during the school year. Absences due to family trips will count towards possible loss

8.10.1. In order for students to obtain the most out of their educational experience, it is imperative that absences be held to a minimum. Therefore, we advise all families to plan their vacations during the vacation time on the school calendar. We strongly discourage families from taking recreational trips during the school year. Absences due to family trips will count towards possible loss of credit.

- 8.10.2.** Any family wishing to take a family trip must receive prior approval from the Attendance Office. If approval is not given the trip may result in an unexcused absence. After receiving approval from the Attendance Office, it is the student’s responsibility to ask the teacher for his or her class work prior to the trip.

8.11. Truancy

- 8.11.1.** Truancy is defined as “unexcused absence” from school without the knowledge and consent of the parent/guardian or the proper school authority, either for a whole day or any part of a day.
- 8.11.2.** Cutting any class constitutes truancy and results in disciplinary action. When a student has been “truant,” the student will not be allowed to make up missed work during the period of truancy.
- 8.11.3.** An unexcused tardiness to class of 15 minutes or more will be counted as a truancy, and the student will be sent to the Office.

8.12. Extra-Curricular Attendance Policy

Attendance at school the day of an extra- or co-curricular event is mandatory if a student wishes to attend or participate in that activity. In order to participate in or attend an extra or co-curricular event, a student must attend at least 3 classes on regularly scheduled days. This applies to practices and/or games for athletes, as well as to performances, conferences, rehearsals, etc. for extra-curricular events. Absences sanctioned by the school Administration (funerals, medical appointments, school-related activities, etc.) are exempt from this regulation.

“Attendance at school the day of an extra- or co-curricular event is mandatory if a student wishes to attend or participate in that

8.13. Tardiness

- 8.13.1.** A student who is not in class in his or her assigned place when class begins is considered tardy.
- 8.13.2.** A student who arrives in class after attendance has been reported to the Office must report to the Attendance Office and receive a tardy slip before returning to class.
- 8.13.3.** Detention slips will not be issued for students detained on official school business (e.g., counseling passes or detained slips from faculty, Administration, or Dean’s Office).

“It is a reasonable expectation to require students to arrive to class on time. Students who continually do not meet this expectation are considered to be in defiance of authority.”

8.13.4. It is a reasonable expectation to require students to arrive to class on time. Students who continually do not meet this expectation are considered to be in defiance of authority. To help insure that students arrive to all classes punctually, tardiness between classes will be handled as a detention offense.

“... more than 15 unexcused tardies in a semester to school in the morning or to a particular class may result in the student being asked to withdraw from that course

8.13.5. It is the policy of VCCS that more than 15 unexcused tardies in a semester to school in the morning or to a particular class may result in the student being asked to withdraw from that course and make it up in a summer session. (Please refer to the section on tardy probation, §8.13.6.)

8.13.6. Tardy Probation: Students are placed on tardy probation when they have an excessive number of tardies. This probation status means a student is placed on a tardy contract. Parents will be notified by the School in writing and a parent conference may be requested. The contract will stipulate consequences, which may involve disciplinary action. Violation of this contract may result in a student being asked to withdraw from VCCS.

8.14. Parental Responsibility While Out of Town

If a student's parents/guardians will be unavailable (i.e., out of town or on vacation), a signed written parental notice must be provided in advance to the Office. This notice will indicate the adult who is responsible for the student while parents/guardians are unavailable. This information is needed for attendance purposes and for any emergency situations which may arise.

9. CAMPUS RULES

9.1. Student Regulations

The purpose of a student code of regulations is to provide the student body with a safe and orderly academic and social setting. These regulations should also enable our students to grow in their respect for each other, for the VCCS faculty, staff, and Administration, and for the campus surroundings. Violation of these regulations will result in disciplinary action.

9.1.1. Campus Trash Policy

9.1.1.1. It is expected that students assist in keeping the campus and classrooms neat and clean at all times, especially the lunch area.

9.1.1.2. Disregard for this policy will result in student offenders being required to clean the lunch area for a length of time or number of days determined by the Administrator. Multiple violations will be elevated to a Level II offense (cf. §13.7 for offense levels).

9.1.2. Skateboards: Skateboards may not be stored in the classrooms and may not be ridden between 8:00 and 3:30 p.m. Skateboards may not be ridden on school property or on sidewalks in front of school property.

“Skateboards may not be ridden on school property or sidewalks in front of school property.”

9.1.3. Student Organizations and Activities

Most student organizations and activities help enrich the curriculum and/or enrich a student's interest in future vocational interests. All of these activities and organizations are important aspects of the overall school program. Some of the most important learning experiences in a student's high school career will result from participation in school activities. It is the hope of the Board, Administration, and faculty that each student will find some activities of special interest.

9.1.4. Telephone Use: The heavy requirements on the school telephone lines make it impossible for us to allow students to use the Office or classroom phones. In case of special emergencies or illness, the School Office will call the student's home. Messages for students should be limited to emergency cases only.

9.1.5. Cell Phone Policy

9.1.5.1. Use of cellular telephones is prohibited during school hours, including during lunch time, breaks, and passing periods. Only in the case of an urgent or emergency need for student—parent/guardian contact is a teacher to

“Use of cellular telephones is prohibited during school hours, including during lunch time, breaks, and passing periods.”

excuse a student to use a cell phone outside of the classroom during class time (the student is to make their call from the School Office).

“... any communication with students must go through the Office in order to avoid disruptions to the learning day.”

9.1.5.2. It should be remembered that any communication with students must go through the Office in order to avoid disruptions to the learning day.

9.1.5.3. Students who carry cell phones to school must keep them turned off during school hours and must keep them put away in a backpack or purse. Any student who violates this policy will have the cell phone taken from him or her to be held in the Office until the end of the day.

9.1.5.4. Repeated violations of this policy will result in the loss of the student's privilege to possess a cell phone at school at all.

9.1.6. Textbooks: Students should take care of their books, as replacement copies are often difficult to obtain (and costly to the student's family). Students may not loan their texts to others, and may not leave their books in rooms or on top of their lockers.

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These guidelines are to be followed:

9.1.6.1. All non-consumable textbooks (including non-consumable paperbacks) should remain covered with a paper cover at all times. (Elastic, adhesive, or other covers are destructive to the books and are not allowed.)

9.1.6.2. School-issued textbooks may never be left in a public area (i.e., a place that is not in your hands, your backpack, or your locker). Textbooks left unattended will be confiscated and may be retrieved from the Office for one dollar per book.

9.1.6.3. *Never* write in a non-consumable textbook. Any permanent marks (including pen and highlighter marks) will result in a damage fine.

9.1.6.4. Write your name legibly inside the front cover neatly (i.e., not overly large or stylized). This is so the user of the book may be easily identified if it is lost.

“Textbooks left unattended will be confiscated and may be retrieved from the Office for one dollar per book.”

9.1.7. *Change of Address:* Change of address or telephone number should be reported immediately to the School Office.

9.1.8. *First Aid:* Students are to report to the Office for any first aid needs. All injuries are to be reported.

9.1.9. *Fund Raisers:* All fund-raising activities must be under the direction of a faculty advisor and approved by the Administrator.

- 9.1.10. Gum on Campus:** Careless disposal of gum in drinking fountains and on furniture and floors presents sanitation and cleaning problems, as well as costly repairs. Therefore, gum-chewing is not permitted on campus at any time.

“...gum-chewing is not permitted on campus at any time.”

9.1.11. Leaving School

Students are required to sign out in the Office if it becomes necessary to leave the building during the school day. Going home because of illness must be cleared through the Office in order to assure proper attention for the student. A student's departure, for any reason other than illness, will require a note from the parent/guardian. Students are required to remain on school premises during school hours. Students waiting for car pools must not leave the school property. This is to insure proper safety for each student.

9.1.12. Lockers and Locks

Lockers are assigned at the beginning of the school year. Lockers should not be thought of as a vault in which to keep valuables. Each student is responsible for his or her locker and its contents at all times. The locker must be kept closed and the lock snapped shut. Any lockers found open are subject to locking by the Office. There is a one-dollar fine to unlock a locker after the first offense; a second offense results in the student's loss of his right to the use of a lock or locker. No tape or adhesive material is to be placed in or on the lockers. Lockers will be inspected periodically. Tampering with another student's locker will be considered a breach of school rules.

“No tape or adhesive material is to be placed in or on the lockers.”

- 9.1.13. Neighbors:** Students are reminded to be good neighbors to those living near the school. Students are never to climb a fence to retrieve an item in a neighboring yard. If an item must be retrieved, a teacher or the Office should be consulted.

- 9.1.14. Office Business:** When a student has business in the Office, he or she should arrange to come in before school, at break, at lunch, or after school. Students will not be allowed in the Office at other times without a pass. It must be remembered that the School Office is a place of business with parents and the public alike.

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9.1.15. P.E. Participation Policy

- 9.1.15.1.** Part of the P.E. grade is determined by a student's participation. In the event of illness or injury, a student must have a note from a parent on the day of the illness.
- 9.1.15.2.** A parent's note is valid for a maximum of 3 days and may not be extended for an additional period of time. A doctor's note is necessary to excuse a student for more than 3 days. It must be presented to the teacher no later than the 4th day. Students are expected to participate to the extent that the illness or injury allows. For instance, a student may be unable to run, but might be able to do calisthenics.
- 9.1.15.3.** In the event a student is unable to participate in P.E. for a prolonged period of time, a conference will be held with the Administrator to determine the best course of action to follow.

9.1.16. Music & Written Materials

- 9.1.16.1.** Music on campus should be tasteful and appropriate.
- 9.1.16.2.** Portable music devices such as iPods are not permitted for use in class at any time.
- 9.1.16.3.** Written material of a violent, pornographic, morally objectionable, or sinister nature is absolutely prohibited. Possession of such material may endanger the student's continued membership at VCCS.
- 9.1.16.4.** Students responsible for the presence of these materials at school or school activities will be asked to give them to the supervisor requesting them. Failure to comply with such a request is a very serious offense (§13.7.5.3). Confiscated materials will not be returned.

“Confiscated materials will not be returned.”

- 9.1.17. School Insurance and Accident Reports:** In order for the student insurance program to be held financially accountable for student accidents, the following guidelines must be obeyed:
 - 9.1.17.1.** All accidents, regardless of how slight the injury or damage may be, must be reported immediately to the teacher in charge of the class or activity. If no teacher is available, report the accident to the Office.
 - 9.1.17.2.** The student and his or her doctor must cooperate with our office personnel in completing all necessary insurance forms.

- 9.1.18. Valuables:** Because of the chance of loss, damage, or breakage, students are discouraged from bringing valuable items to school. The school will not be held responsible for any such items.

9.2. Classroom Rules

- 9.2.1.** Students must be in the classroom when the class starts.
- 9.2.2.** Prayer may be offered in the classroom.
- 9.2.3.** All students are to observe appropriate decorum during prayer. All activity must cease during prayer, including walking about, reading, writing, etc.
- 9.2.4.** Students are responsible for the good condition of desks and of the classroom.
- 9.2.5.** Any student announcements or collections of money for any purpose must be approved in writing by the Administrator.
- 9.2.6.** Students are to handle classroom equipment (e.g., thermostat, blinds, windows, maps) only with the teacher's permission.
- 9.2.7.** Eating or drinking is not allowed in the classroom without permission.
- 9.2.8.** Each student must have the teacher's permission to be out of class and in the hallways or other location during class time. An office summons is an acceptable reason to be released from class by the teacher.
- 9.2.9.** Students who, as a result of a food or water fight or because of rain, arrive at a class with wet or soiled clothing may not be permitted to enter that class by the classroom teacher. These students will be sent to the Office.
- 9.2.10.** Use of cellular phones, iPods, CD players, laser pointers, tape recorders, video cameras, or any gaming devices will not be permitted in the classroom.
- 9.2.11.** Dismissal is to be done only by the teacher in an orderly and timely manner.

“Each student must have the teacher’s permission to be out of class.”

9.3. Closed Campus

- 9.3.1.** VCCS IS A CLOSED CAMPUS. Once students arrive on campus in the morning, they may not leave the campus without special permission. An Off-Campus Permit must be obtained from the Office.
- 9.3.2.** If students become ill and want to go home, parents/guardians must be contacted; they must then go to the Office to retrieve their children. All

visitors (including student visitors) must sign in to be on campus at the Main Office.

9.4. Visitors

“Prospective students and other student visitors who will visit classes in session must be sponsored by a VCCS student. The sponsor is responsible for the actions of his or her visitor while on campus.”

- 9.4.1. Adult Visitors must report to the Main Office to sign in and be directed to the appropriate office. A visitor's pass will be issued from the receptionist.
- 9.4.2. Prospective students and other student visitors who will visit classes in session must be sponsored by a VCCS student. The sponsor is responsible for the actions of his or her visitor while on campus.

These rules apply to the “shadow program” reserved for prospective students visiting the school prior to enrollment:

- 9.4.2.1. The sponsor must receive permission from the Administrator’s Office 3 days in advance of the visit. He or she must obtain a “shadow card” from the Office after contact has been made with the prospective student's parents/guardians. The process includes getting approval for the visit from the teacher of each class the visitor will attend.
- 9.4.2.2. The male visitor must wear a collared shirt and nice pants. The female visitor must wear a nice shirt and skirt or nice pants.
- 9.4.2.3. The visitor must be accompanied by his or her sponsor at all times.
- 9.4.2.4. On the day of the visit, the visitor must proceed to the Office prior to the start of the school day.
- 9.4.2.5. At the end of the his or her visit, the visitor must return to the Office and be checked out.

9.5. Conduct at Athletic Events

- 9.5.1. VCCS student spectators, as well as the athletes, are to conduct themselves in a spirit of Christian decency and courtesy as representatives of VCCS.
- 9.5.2. Members of the opposing team and school, as well as the game officials, are to be treated with respect and are not to be subjected to any verbal or physical harassment.
- 9.5.3. Students must stand with respect during the National Anthem.

- 9.5.4.** Any vulgar language, disruptive behavior, or throwing of objects will not be tolerated. Any behavior of this kind will result in expulsion from the game site and further disciplinary action from the Administrator’s Office.
- 9.5.5.** VCCS students are responsible for communicating acceptable student behavior regulations to any friends that they invite as guests to any athletic event.
- 9.5.6.** Students must stay in the VCCS rooting section during the game.
- 9.5.7.** All posters and crowd cheers must positively support VCCS. They must never put down or distract the opponent (e.g., no noise during an opponent's free throws at basketball games). NOTE: CIF rules prohibit noise makers, bells, horns, etc. in the stands at any CIF contests.
- 9.5.8.** Students are not to loiter before or after events on neighboring streets, parking lots, shopping centers, etc.
- 9.5.9.** Students are encouraged to take pride, not only in their campus but in the community as well. Please deposit all trash in proper containers.

“VCCS students are responsible for communicating acceptable student behavior regulations to any friends that they invite as guests to any athletic event.”

9.6. Bus Regulations

- 9.6.1.** The California Vehicle Code and the California School laws place upon the bus driver the responsibility for safety and behavior of the student passengers. Students are subject to the authority of the bus driver during this period. School laws regarding behavior, profanity, obscenity, damaging property, fighting, etc. are in effect on the buses at all times. Eating lunches on buses is not permissible at any time. Throwing any object from the bus windows and leaving trash or litter of any kind in the bus is not permitted.
- 9.6.2.** Refusal to obey these rules at the request of the drivers will result in the loss of riding privileges, confiscation of buss pass, and disciplinary action from school officials.

9.7. Fire Drills

- 9.7.1.** Fire drills are held each month to ensure safety and minimize accidents and injury in case of actual fire or emergency. Escape routes and instructions are posted in each room. Students are expected to follow them exactly.
- 9.7.2.** At the fire drill signal and at the instruction of the teacher, students are to walk, never run, quickly and quietly to the place designated for their room.

- 9.7.3.** The first student to the door holds it open for the rest until everyone is out. Do not take time to close doors and windows unless your teacher instructs you to do so.

“Fireworks, firecrackers, matches, and other flammable materials are prohibited by law and are not allowed on

- 9.7.4.** No one is to return to any room for any reason until the all-clear signal is sounded. Students are to remain under the supervision of their instructor until dismissed back to class by the Administrator in charge.
- 9.7.5.** Fireworks, firecrackers, matches, and other flammable materials are prohibited by law and are not allowed on campus. Students who violate this rule will be suspended from school.
- 9.7.6.** Any student initiating a false fire alarm will be subject to disciplinary consequences, at level III (cf. §13.7).

9.8. Earthquake Drills & Earthquakes

- 9.8.1.** Earthquake drills are held at least once a semester. In a drill or an emergency students are to be silent and maintain a DUCK-COVER-HOLD position under a desk/table, away from windows, and near an inside wall until the tremors have ceased and the instructor has directed evacuation to the field.
- 9.8.2.** In the case of an earthquake, students are to remain on campus until everyone is accounted for and an administrative decision has been made concerning the safety in releasing students. Students will be released through Parental Communication/Reunion to those authorized on the student's Medical Emergency Form.

- 9.9. Chronic Health Conditions:** All students with a chronic health condition requiring daily medication/treatment should provide the Office with an individualized health maintenance kit to be used in the case of a disaster (3–5 day supply).

9.10. Prescription & Non-Prescription Medication

“Students are not allowed to take any medication unless arranged by the School Office, and a doctor’s note is on

- 9.10.1.** Students are not allowed to take any medication unless arranged by the School Office, and a doctor’s note is on file. All prescription medicine procedures must be turned in to the Office. Failure to do so will be considered a level II discipline infraction (cf. §13.7). Students are never, under any circumstances, permitted to share, distribute or furnish prescription or over-the-counter medication to other students. (This would include aspirin, Advil, Midol, Tylenol, vitamins or other herbal remedies.)

“Students are never...permitted to share, distribute or furnish prescription or over-the-counter medication to other students.”

- 9.10.2.** In order for the student insurance program to be held financially accountable for student accidents, the following guidelines must be obeyed:
- 9.10.2.1.** All accidents, regardless of how slight the injury or damage may be, must be reported immediately to the

teacher in charge of the class or activity. If no teacher is available, report the accident to the Office.

9.10.2.2. The student and his or her doctor must cooperate with our office personnel in completing all necessary insurance forms.

9.11. Student Conduct

9.11.1. Students are expected to conduct themselves in a respectful manner that reflects positively on themselves, their parents, and their school on and off campus. Courtesy is Christian charity requiring self-discipline.

9.11.2. Respect marks VCCS behavior. Students should address the faculty/staff politely and in general with a spirit of helpfulness, courtesy, and respect toward them.

9.11.3. When addressing a faculty or staff member, use of the adult's first name is not appropriate. The person's last name should be preceded by Mr., Miss, Mrs., Ms., or Dr.

9.11.4. Students should respect the privacy of the faculty lounge and mail room. Teachers are to be allowed privacy during their lunch or free period.

9.11.5. Once enrolled at VCCS, a student is expected to continue to display positive Christian conduct at all times, on and off campus, whether inside or outside of school. Conduct that is detrimental to the reputation of VCCS may result in sanctions.

“Students could be held accountable for conduct outside of school that is not in keeping with the school’s behavioral standards and with general Christian

9.11.6. Students could be held accountable for conduct outside of school that is not in keeping with the school’s behavioral standards and with general Christian conduct.

9.11.7. The Administration may search a student's locker, car, person, or belongings when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is in violation of, either the law or the rules of the school. (Cf. *New Jersey vs. T.L.O.*, 469 U.S. Supreme Court 325[1985]).

“Parents should always be aware of the activities their students attend after the normal school hours. Not all activities held after school hours are

9.11.8. Parents should always be aware of the activities their students attend after the normal school hours. Not all activities held after school hours are school-sponsored. School-sponsored activities will have the sponsor's and the administrator's approval. Prior notification of activities such as these will come through the School Office to the home. The school will provide school sponsors and chaperones, as well as furnishing information regarding locations and times of events. If you have any doubt regarding an activity, please call the school at (805) 641-0187.

- 9.11.9.** Ventura County Christian School will not be responsible for private, non-school sponsored activities. These activities are neither faculty-chaperoned nor held with the knowledge of VCCS.

“Arrive within the first hour of the published time at which the dance is scheduled to begin or bring a signed parental note granting permission to enter the dance

9.11.10. Behavior Guidelines for Dances

9.11.10.1. Do not loiter outside dance area. Enter the dance upon arrival and vacate dance site immediately upon leaving the dance.

9.11.10.2. Arrive within the first hour of the published time at which the dance is scheduled to begin or bring a signed parental note granting permission to enter the dance late.

9.11.10.3. Students will not be allowed to leave the dance early without a signed parent/guardian permission note.

9.11.10.4. Off-campus dances (Homecoming, Winter Formal, and Prom) are open to off campus guests authorized by VCCS. Requests to bring an off-campus guest may be obtained from the Office. Requests must be completed and returned to the Office one week before the dance. Current students must also fill out a parent permission form to attend off-campus dances. Students who have been asked to withdraw from VCCS for disciplinary reasons are not eligible to attend. Guests must be 20 years old or younger. Guests must conform to all VCCS student conduct and dress regulations.

“Requests to bring an off-campus guest may be obtained from the Office. Requests must be completed and returned to the Office one week before the dance.”

9.11.10.5. It is the student's responsibility to know and comply with the proper dress code regulations for the particular dance. Dress code regulations will be published in the school bulletin prior to each dance.

“Guests must conform to all VCCS student conduct and dress

9.11.11. Parent Conduct

9.11.11.1. Under normal circumstances, a child is not to be deprived of Christian education on grounds relating to the attitude of the parent. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the School in acting *in loco parentis* that continuation of the student or enrollment of a student in the School may be impossible.

9.11.11.2. Parents/guardians may respectfully express their concerns about the School's operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. In such a case, the decision of the School Board regarding the suitability for continued enrollment or acceptance to the School would be final.

10.ACADEMIC POLICY

10.1. Homework

- 10.1.1.** Homework is an integral part of a student's success at VCCS. Students will be assigned homework on a daily basis. They are required to complete the homework in a quality manner and to submit it to their teachers by the assigned deadlines.
- 10.1.2.** Students are expected to do all assigned homework. Homework serves as a means to teach students self-discipline and time management. Motivating oneself to be responsible for assigned work is one of the steps toward successful living in the adult world.
- 10.1.3.** Homework is a means of reinforcing the concepts taught in class and extending the learning process to cover more curriculum for the student's growth. Permitting daily assignments to go uncompleted would show a lack of love and concern on the part of the teachers. Because of the many and varied abilities of the students, it is not possible to set an hour limit on the amount of homework that is assigned each night. Every effort is made to give reasonable and purposeful assignments on a daily basis. In other words, if your student is having what seems to be an excessive or very little amount of homework, communicate the fact to the teacher, who can suggest appropriate ways to adjust the workload.
- 10.1.4.** Requests for homework assignments should be made to the teachers through the School Office by 9 a.m. of the day it is to be picked up. Please make it a point to request assignments any time a student is absent for more than 2 days.

“Because of the many and varied abilities of the students, it is not possible to set an hour limit on the amount of homework that is

“Requests for homework assignments should be made to the teachers through the School Office by 9 a.m. of the day it is to be picked

10.2. Make-Up Work

- 10.2.1.** In cases where there is just cause to allow further time for completing the work of a given quarter, the teacher will assign an incomplete grade for the subject for that grading period. Failure on the part of the student to make up work during the first two weeks of the next grading period will result in a zero being averaged for all missing assignments and the subsequent grade being recorded in place of the incomplete one.

“Refer to the syllabus issued to your child by the teacher for each course of study. This will give you specific instructions regarding objectives, assignments, and criteria for

10.2.2. Incomplete grades at the end of the fourth quarter due to extenuating circumstances may only be assigned with the permission of the Administrator after a conference with the student and his or her parents.

10.2.3. Refer to the syllabus issued to your child by the teacher for each course of study. This will give you specific instructions regarding objectives, assignments, and criteria for determining the student's grade. This tool is important in partnering with the parents for the student's success and monitoring his or her progress.

10.3. Grade Calculation & Reporting

10.3.1. Report cards are mailed to the students' parents at the end of the 1st and 3rd quarters and at the end of the 1st and 2nd semesters.

10.3.2. On occasion, there may be a student who needs to take an examination earlier than scheduled. When this need arises, taking a test early is up to the discretion of the teacher, and a request may also need to be made in writing to the Administrator. Once the student receives approval, the test may be taken at a time set by the teacher.

10.3.3. Student transcripts reflect semester grades only and utilize letter grades corresponding to percentages. Academic probation (§10.6), athletic eligibility, and class rank (when relevant), are based on the 4.0 GPA scale. (Cf. §10.3.6 for more information regarding GPA calculation.)

“If a student fails a semester...of work, he or she must make up that course or a comparable course in the summer session that directly follows [that] year...”

10.3.4. If a student fails a given quarter, it is advisable that he or she make up that failed term, in order to meet the minimum 1.8 GPA graduation requirement (cf. §10.5.1).

10.3.5. Middle school students who show a high aptitude for a certain subject may wish to participate in an honors project. The teacher will be responsible for establishing deadlines and guidelines. Projects will be graded quarterly and completed at each semester.

10.3.6. Grades earned during the first 11 quarters of middle school are considered, whether earned at VCCS or another school. Grades for PE, sports, and Student Council, as well as classroom assistant are omitted from the calculations. One additional point is added for each honors course where the student earned an ‘A’ or ‘B.’

10.3.7. Transcripts are sent from the Registrar's Office. The first three are gratis; additional requests require a \$3 fee per transcript.

10.3.8. GPA Calculation

10.3.8.1. In computing the Grade Point Average (GPA),

- 4 points are given for each ‘A.’
- 3 points are given for each ‘B.’
- 2 points are given for each ‘C.’
- 1 point is given for each ‘D.’
- 0 points are given for each ‘F.’

10.3.8.2. The total points are divided by the number of subjects taken. Honors earns one extra point for grades ‘A’ or ‘B.’

10.3.8.3. Eighth-graders with a weighted or unweighted cumulative GPA of 3.5 and above will receive honors at graduation. A middle school student's GPA is computed and based on 11 quarters of work. The twelfth quarter of grades is not computed toward this recognition.

10.4. Academic Probation

Any time a student's quarterly GPA drops below a 2.0, he or she will be considered to be on academic probation. The student will then have two quarters to bring the GPA to above 2.0 before they may be asked by the Administration to withdraw. While on academic probation, he or she:

- 10.4.1.** Will not be eligible to practice with or play on any athletic team or participate in other extracurricular events.
- 10.4.2.** Will circulate a progress report to each teacher and have it signed by Administration and parents weekly.
- 10.4.3.** Will report to a special helps class during 7th period or after school. Parents will receive notice of probation and may be asked to come in for conferences.

“Any time a student's quarterly GPA drops below a 2.0, he or she will be considered to be on academic probation.”

Academic Probation:

- **No extra-curricular participation (including sports)**
- **Progress report signed by parents, Administration every week**
- **Help class 7th period**
- **Parent conferences**

10.5. Graduation

Students must fulfill all graduation requirements to participate in the graduation ceremony. An exception may be made for a student who is missing only one quarter of a single required course and is planning to complete that course during the summer. Students deficient more than one semester of one course will not be allowed to participate in the graduation.

“Students deficient more than one quarter of one course will not be allowed to participate in the

10.5.1. Middle School Graduation Requirements for 2012-2013

To receive a diploma from Ventura County Christian Middle School, a student must successfully complete the following requirements with a minimum GPA of 1.8 (cf. §10.3.8 for GPA calculation):

- 10.5.1.1.** Religious Studies (Bible) 3 years
- 10.5.1.2.** English 3 years
- 10.5.1.3.** Mathematics 3 years
- 10.5.1.4.** Science 3 years
- 10.5.1.5.** Social Studies 3 years
- 10.5.1.6.** Physical Education 3 years
- 10.5.1.7.** Additional electives each year
- 10.5.1.8.** Sixty Christian Service Hours by 8th grade year

11.DRESS & GROOMING CODE

11.1. Philosophy of the Dress Code

- 11.1.1.** The Board, Administration, and faculty of VCCS believe that a student’s appearance has an impact on his or her attitude and behavior at school. Respect for the school community, for the students themselves, and for what the school is giving the student is manifested by an attitude of “dressing up” rather than “dressing down” for school. The dress code is also designed to help students develop a sense of modesty and decorum. It should educate them in what is appropriate dress in a given context.
- 11.1.2.** It is the responsibility of the Administration and the faculty of VCCS to regulate against and prevent the adoption of exaggerated or faddish hairstyles, clothing, jewelry, or any accessories that tend to draw unfavorable attention to the wearer. The school does NOT see this as an infringement on personal fashion desires, for the student has many off-campus hours to dress as he or she wishes. However, attending VCCS is a privilege, and the school expects its students to conform to a consistent and acceptable dress code.
- 11.1.3.** VCCS views our uniform dress code as a means of building strong character and a Christian distinction in the lives of our students. It is our desire to have a student body that is neatly attired in a manner that is conducive to good study and proper behavior. It is not intended as a measure of spirituality, but as a tool for fostering conduct in keeping with Biblical standards for a Christian walk.
- 11.1.4.** The following dress code has been developed and updated for students to follow as a sign of mutual respect. It is also one of the ways of creating an environment of excellence and opportunity for the individual student to make a personal commitment to full participation in the realization of the School’s mission. Any dress questions and/or grooming questions should be directed to the Office *prior* to any dress or grooming decisions.
- 11.1.5.** In all instances, the School reserves the right of regulating against unbecoming fads or fashions that reflect negatively on the School and/or on the student’s person or do not reflect standards of Christian decency. Any clothing or accessories that are, in the opinion of the administration or faculty as gang/tag crew-related are not permitted on School campus or at any VCCS functions.

“Any dress questions and/or grooming questions should be directed to the Office *prior* to any dress or grooming decisions.”

11.2. General Dress Code Guidelines

VCCS enforces a uniform dress policy in an effort to promote unity, equality, and respect. We would ask that both parents and students exercise sound judgment, discretion, and modesty when selecting clothing for this coming school year.

**Buy Dennis uniforms online at <http://www.dennisuniform.com/>
The school's code is SH00CX.**

It is recommended by the School that you buy your student's uniform clothing from Dennis Uniform Company. You may buy Dennis uniforms online at <http://www.dennisuniform.com/>. The school's code is SH00CX.

The Administration has sole discretion and final judgment regarding the appropriateness of any clothing. If the Administration considers any clothing to be inappropriate in any way, the student may not be allowed to wear them to school or extra-curricular events. Students may also be required to change into the proper clothing before being allowed to continue going to class. If no change of clothing is possible, the student will be sent home or wait in the School Office until proper clothing arrives.

11.2.1. Shirts

- 11.2.1.1. A polo or Oxford shirt is required at all times (white Oxford or white polo required on Chapel Day, cf. §11.2.). Polo shirts may be any solid color (no patterns or other designs are allowed) and must have a collar and 3 buttons. Oxford shirts must be solid white.
- 11.2.1.2. Shirts may not have any manufacturer or company logo larger than a pocket logo, and no additional words or pictures are allowed.
- 11.2.1.3. Shirts should be fitted naturally to the students, avoiding being too tight or too loose. If other sweater or sweatshirts are to be worn, they must be worn over the required polo.

11.2.2. Shorts/Capri Pants

- 11.2.2.1. Khaki or black (purchased from Dennis Uniform or equivalent alternative).
- 11.2.2.2. The length must be within three inches of the knee and must be worn at the natural waist.
- 11.2.2.3. Shorts are not allowed on chapel days.

11.2.3. Pants

- 11.2.3.1. Khaki or black (purchased from Dennis Uniform or equivalent alternative).
- 11.2.3.2. Only properly fitted pants are permitted.
- 11.2.3.3. Pants are not to be more than one size too tight or too loose.
- 11.2.3.4. Frayed and slit bottoms of pant legs are not permitted.
- 11.2.3.5. Low-cut pants are not permitted.
- 11.2.3.6. Cargo pants are not permitted, except on designated days.

11.2.4. Sweaters & Sweatshirts

- 11.2.4.1. The *Oxford American English Dictionary* defines a sweater as “a knitted garment typically with long sleeves, worn over the upper body” (the operating definition of VCCS staff), as opposed to a sweatshirt, defined as “a loose, heavy shirt, typically made of cotton, worn when exercising or as leisurewear.” ‘Jackets’ made in a sweatshirt style are also not allowed.
- 11.2.4.2. Sweaters may not have any manufacturer or company logo larger than one inch, and no additional words or pictures are allowed. They must be worn over the “tops” requirement mentioned above. The shirt collar must always be visible.
- 11.2.4.3. Only **VCCS** sweatshirts are allowed to be worn.

“Only VCCS sweatshirts are allowed to be worn.”

11.2.5. Underclothing: Turtleneck shirts may be worn, but only under the required long-sleeve polo or other button-down Oxford shirt. Long sleeved T-shirts and thermals are not allowed under a short-sleeved shirt. Sweat pants and stretch pants are not to be worn under skirts.

11.2.6. Jackets: Jackets are not to contain patches, words, or drawings, apart from an original pocket logo on the jacket front present at the time of purchase. Any jackets that are considered, in the opinion of the Administration, to be gang/tag crew related are not permitted on the VCCS campus or at any VCCS functions.

11.2.7. Hair & Head Coverings

- 11.2.7.1. Hair is to be neat, clean, and cut to a moderate length.
- 11.2.7.2. Extreme or ‘faddish’ hairstyles or colors are not permitted.
- 11.2.7.3. Hair must be a natural color.

11.2.7.4. Students may be suspended from school until hair style/color is corrected.

“Hats or other head coverings may not be worn inside...”

11.2.7.5. Bandanas may not be worn at any time. Hats or other head coverings may not be worn inside (this includes hoods on jackets or sweatshirts).

“Sandals, slippers, and any backless or open-toed shoes may never be worn to school.”

11.2.8. Shoes: Only loafer-style or tie shoes may be worn. High-top or tennis shoes are permitted if tied properly. All shoes outfitted for laces must be tied or tucked neatly. Sandals, slippers, and any backless or open-toed shoes may never be worn to school.

11.2.9. Tattoos & Piercings

11.2.9.1. Tattoos are not allowed. If a student applying for admission has a tattoo that can be covered by the uniform, the Administration may admit the student, so long as it is constantly covered over.

11.2.9.2. Students currently enrolled in the school who get a tattoo or an unacceptable body piercing may be asked to withdraw.

11.2.10. Wallet chains are not allowed.

“If a student comes to school in violation of the dress code after violating the rules once before, a \$15 fee will be assessed...”

11.2.11. There is to be no writing or patches on clothing apart from the original designs present at purchase.

11.2.12. If a student comes to school in violation of the dress code after violating the rules once before, a \$15 fee will be assessed and a parent will be called to bring proper attire.

11.3. Chapel Dress Guidelines

11.3.1. A white Oxford or white polo shirt and regular school shoes must be worn on Chapel Day. Shirts must be buttoned and may not be worn open over another shirt.

Girls must wear Dennis uniform skirts on Chapel Days.

11.3.2. Girls must wear Dennis uniform skirts (cf. §11.5.1 for more info). No shorts or pants are allowed.

11.3.3. Boys must wear pants. No shorts are allowed.

11.4. Athletes may wear jerseys on game days, but must otherwise be in dress code (i.e., wear uniform pants or shorts, etc.).

11.5. Specific Dress Code Guidelines for Girls

11.5.1. Skirts

11.5.1.1. Skirts *must* be purchased from Dennis Uniform Company (<http://www.dennisuniform.com/>) under VCCS selections. If you buy online, use school code SH00CX.

11.5.1.2. Girls may wear only solid-color leggings or tights that match the uniform skirt

11.5.2. Makeup, if worn, must be in good taste and not so heavy as to stand out or create a distraction.

11.5.3. Accessories

11.5.3.1. No excessive, extreme, or faddish jewelry may be worn.

11.5.3.2. No body piercing of any type is allowed on campus or at school activities, with the exception of earrings.

11.5.3.3. Hoop and dangling earrings may be no longer than half an inch.

11.5.3.4. Girls may have no more than 2 ear piercings on each ear.

11.5.3.5. Tongue piercings are not allowed.

“Girls may have no more than 2 ear piercings on each ear.”

11.6. Specific Dress Code Guidelines for Boys

11.6.1. Oversized pants are expressly prohibited. Pants must be worn at the natural waist.

11.6.2. No excessive, extreme, or faddish jewelry may be worn.

11.6.3. Boys may not wear earrings or any other piercings.

11.6.4. Boys may not have hair below the shoulder.

11.6.5. Male students in grades 9–11 must be clean-shaven. No facial hair will be permitted. Seniors may wear a neat, well-groomed beard and/or mustache so long as it does not become a distraction or deviate from the other standards of cleanliness or moderation held by this school.

“Boys may not wear earrings or any other piercings.”

11.7. Student Dress for Extra-Curricular Events

11.7.1. Students MAY NOT WEAR tank or halter tops, spaghetti strap tops, spaghetti strap dresses, strapless tops or dresses, mini-skirts or mini-skorts, tight skirts or dresses, spandex clothing, or tops that reveal the midriff or back.

11.7.2. The writing and images on clothing and the style of clothing must be in accordance with Christian decency. Boys may never wear earrings. Oversized clothing of any kind is not permitted.

11.7.3. Event-Specific Guidelines (cf. table below)

	Semi-Formal	Formal	Dress Up
Female Students	Dresses and dress shoes. Mini-dresses, spaghetti straps, slacks not permitted.	Long formals preferred. Dresses may not be too low-cut, or too short. Dress shoes.	Only dresses, dress slacks or skirts with blouses and/or sweaters. Blouses, suits, and dresses must be modest and not revealing (no skin). Dress shoes. Dress slacks may be worn.
Male Students	Dress slacks, dress shirt, dress shoes, jacket, and tie.	Dark suit or tuxedo, dress shirt, tie, and dress shoes.	Dress shirt and tie must be worn. Long dress pants; dress shoes and socks are required. Earrings are never worn. No jeans or corduroys.

- 11.7.3.1. Athletic events – neat, clean, and modest jeans and t-shirts are acceptable.
- 11.7.3.2. Drama productions – neat, clean, and modest attire.
- 11.7.3.3. On-Campus Dances – school dress or approved attire
- 11.7.3.4. Banquets – dress up
- 11.7.3.5. Homecoming, Winter Formal – semi-formal
- 11.7.3.6. Prom – formal
- 11.7.3.7. Game Day – team dress (cf. §11.4 for game-day in-school dress code)
- 11.7.3.8. Awards Night & Graduation – dress up

11.8. Free Dress

- 11.8.1. On occasions when students are allowed to come to school in non-uniform dress, they may wear denim jeans or other appropriate slacks, skirts, or shorts that are no more than 3 inches above the knee for girls, and not excessively baggy pants for boys.
- 11.8.2. Girls’ tops must have sleeves and be able to be tucked into pants. No low-cut or see-through blouses. No tank tops, midriff tops, torn or ripped shorts are allowed.
- 11.8.3. T-shirts may not bear messages and/or images that are not in keeping with the Christian standards of the school. Clothing with derogatory messages or references to subculture messages (e.g., sex, drugs, alcohol, or tobacco), as well as clothing with inappropriate images, will not be allowed.

“...backless or open-toed shoes are never acceptable footwear for the school campus.”

- 11.8.4. Flip-flops, sandals, slippers, or any other backless or open-toed shoes are **never** acceptable footwear for the school campus.

12.HARASSMENT POLICY

12.1. VCCS Policy Against Harassment

VCCS affirms the dignity of each person, and it is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of the students, Administrator, teachers, parents, staff, aides, and volunteers to conduct themselves in a manner which contributes to a positive school environment. Therefore any form of harassment, whether sexual, verbal, written, physical, visual, or environmental, is strictly forbidden.

Any person, staff, student, or otherwise, who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

12.2. Definition of Harassment: Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or religion.

12.3. Confidentiality: Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.

12.4. Retaliation: VCCS forbids retaliation against anyone who reports harassment or who participates in the investigation of such a report.

12.5. If you experience or observe harassment

Students are encouraged to report the matter to the Administrator or any other school official.

13.DISCIPLINE POLICY

13.1. We believe the ultimate purpose of education is to help students to become productive citizens in a democratic society and effective witness to the grace of our Lord Jesus Christ. By virtue of their enrollment in VCCS, students agree to live within the framework of the school's standards.

13.2. Although self-discipline is stressed, a just system of rules and regulations is necessary if a group of individuals is to live and work together in unity. It is with this goal in mind that we have established these standards of conduct and guidelines for discipline.

13.3. VCCS seeks to be a redemptive body of love in which discipline is meant to be helpful to the individual and wholesome for the school community. When it is properly administered and wisely counseled, a positive change in attitude and behavior is the expected outcome.

13.4. It should be understood that if at any time a student's behavior indicates little desire to live a life honoring to God or whose conduct gives evidence of disregard for the spirit of the School, he or she might be asked to withdraw.

“It should be understood that if at any time a student's behavior indicates little desire to live a life honoring to God...or gives evidence of disregard for the spirit of the School, he or she might be asked to withdraw.”

13.5. Procedure

A number of disciplinary steps will be utilized in accord with scriptural teachings on discipline:

- Establishes parental authority (Heb 12:9)
- Reveals love (Prov 13:24)
- Is done consistently without discrimination (Acts 10:34; Jas 2:1)
- Dealt with quickly (Ecc 8: 11)
- Involves consequences (Prov 23:13-14; Heb 12:11)
- Restores the offender (Gal 6:1)

13.6. Classroom Conduct

13.6.1. The majority of discipline is handled by the teachers in the classroom. Since most problems in the classroom center on people disrupting others, teachers will seek to encourage self-control, orderliness, efficiency, and consideration of others.

13.6.2. If a student breaks a classroom rule, there will be a consequence. The number of times a student breaks a rule will determine the consequence a student is to receive.

13.7. Infraction Categories

13.7.1. Level I Infractions (Minor)

13.7.1.1. Dress/Grooming Code Violations

13.7.1.2. Tardies between classes

13.7.1.3. Littering

13.7.1.4. Minor disregard of student regulations or School policies.

13.7.2. Level I Consequences: Detention (30 minutes before or after school)

13.7.3. Level II Infractions (Major)

13.7.3.1. Multiple or flagrant Level I infractions.

13.7.3.2. Classroom disruption.

13.7.3.3. Dishonest behavior which includes falsified excuses/signatures/phone messages; plagiarism (copying another's work); cheating on any class work, class tests, or quarter or final exams.

13.7.3.4. Use or possession of tobacco or tobacco products on or near school property or at any school function.

13.7.3.5. Failure to turn in prescription medication to the Office.

13.7.3.6. Truancy to class or school. Cf. §8.11.

- 13.7.3.7.** Defiance or disrespect for authority and/or the School's code of conduct.
 - 13.7.3.8.** Possession of pornographic materials.
 - 13.7.3.9.** Language, gestures, or behavior which is immoral, vulgar, profane, obscene.
 - 13.7.3.10.** Gambling on or near school property or at any school function.
 - 13.7.3.11.** Fighting on or near school property or at any school function.
 - 13.7.3.12.** Intimidation, hostile action, hazing, or any willful act that may cause injury (mental or physical) to another person or to self.
 - 13.7.3.13.** Failure to serve a detention or complete assigned consequences for Level I or Level II infractions.
 - 13.7.3.14.** Theft, invasion of privacy, possession of stolen property, or destruction of another's property.
 - 13.7.3.15.** Throwing food or drink.
 - 13.7.3.16.** Possession of hate literature, or use of hate language including that which is racial, ethnic, or religious in nature.
 - 13.7.3.17.** Major disregard of student regulations.
 - 13.7.3.18.** Conspiracy in any of the above infractions.
- 13.7.4. Level II Consequences:** Detention (1 hour after school), parent conference, Saturday work detention, suspension, behavior contract, and/or liability for damages
- 13.7.5. Level III Infractions (Serious)**
- 13.7.5.1.** Multiple flagrant or serious Level II infractions.
 - 13.7.5.2.** Immoral or scandalous conduct (any speech, writing, or action contrary to Christian decency) on or near school property or at any school function, or off-campus at any time (at the discretion of the VCCS Administration).
 - 13.7.5.3.** Defiance of authority and/or school code of a serious nature.
 - 13.7.5.4.** Theft or destruction of another's property of a serious nature.
 - 13.7.5.5.** Possession and/or use of any weapon including, but not limited to, knives and firearms (real or imitation), or pepper spray.
 - 13.7.5.6.** Possessing, furnishing, using, distributing, selling, purchasing, transporting, and/or being under the influence of any controlled substance without prescription or

Sections 13.7.5.7–13.7.6

intoxicant (including alcohol or drugs) on or near school property or at any school function.

- 13.7.5.7.** Possessing, furnishing, using, distributing, selling, and/or purchasing drug paraphernalia on or near school property or at any school function. This includes prescription drugs and medication.
 - 13.7.5.8.** Selling, distributing, or giving one's prescription medication to another student.
 - 13.7.5.9.** Lighting fires and/or possessing, using, or threatening to use any incendiary or explosive devices (e.g., flares, firecrackers, M-80s, cherry bombs), and smoke bombs or stink devices.
 - 13.7.5.10.** Direct involvement as principal or accessory in any malicious mischief.
 - 13.7.5.11.** Direct involvement as principal or accessory in any crime where student arrest and/or arraignment takes place.
 - 13.7.5.12.** Any sexual or aggravated assault on or near school property, at any school function, or off campus at any time.
 - 13.7.5.13.** The use of any extreme hate language or the distribution of any hate literature including that which is racial, ethnic, or religious in nature.
 - 13.7.5.14.** Serious disregard of student regulations.
 - 13.7.5.15.** Serious harassment, hazing, or any willful act that may cause injury (mental or physical) to another person.
 - 13.7.5.16.** Serious dishonest action, including falsified documents, and serious cheating.
 - 13.7.5.17.** Conspiracy in any of the above infractions.
- 13.7.6. Level III Consequences:** Suspension and/or expulsion, liability for damages

13.8. Zero-Tolerance Policy

VCCS has adopted a zero-tolerance policy for certain behaviors deemed a danger to the school community. The final decision on Zero Tolerance is made by the School Board of Ventura County Christian School.

Any student directly involved in, associated with, or conspiring in any of the following will be expelled:

13.8.1. Gang affiliation.

13.8.2. Firearms/Weapons: Bringing a firearm or weapon onto or near the VCCS campus or to any VCCS function or activity.

13.8.3. Drugs: Selling or providing drugs on or near the VCCS campus, at any school function or activity.

13.8.4. Threats of Violence: VCCS has a zero-tolerance policy with regard to students who make threatening remarks toward or about any other student or staff member, *whether in anger or in jest*. Such remarks will be treated as though the actions were carried out and the appropriate level of discipline will be administered. Serious threats will result in immediate expulsion of the student.

13.8.5. Physical Fighting: Any contact made towards another student or a teacher that involves aggressive or violent physical behavior will result in immediate expulsion

A student may be automatically expelled for:

- **Gang affiliation**
- **Firearms/weapons**
- **Drugs**
- **Threats of violence (real or not)**
- **Physical fighting**

13.9. Suspension

13.9.1. Students who, because of their behavior and attitude, have forfeited the privilege of being part of the community are suspended from school.

13.9.2. For the duration of their suspension, they are under the jurisdiction of their parents and may not come on the school grounds or attend or participate in any school activities or functions.

13.9.3. Suspended students are responsible to make up all school work or activities and assignments missed while on suspension. This work must be made up within a maximum of 3 days from the end of their suspension.

“Suspended students are responsible to make up all school work or activities and assignments missed...”

13.10. Disciplinary Probation

Students are placed on Disciplinary Probation when they have committed a serious infraction (Level III) or have an excessive number of infractions. This probation status means a student is placed on a behavioral contract. Parents will be notified by the Administrator in writing and a parent conference will be requested. In addition, the student and his or her parents may be required to appear before the Disciplinary Review Board. Violation of this contract may result in withdrawal or expulsion.

13.11. Disciplinary Review Board & Due Process

13.11.1. The Disciplinary Review Board will:

- Provide the student due process.
- Advise the Administrator.
- Review students considered for withdrawal or expulsion.
- Review the conduct of students with a high number of infractions and those on Disciplinary Probation each semester.

13.11.2. Procedure

13.11.2.1. The Disciplinary Review Board's function is to provide students and their families with due process when there is a possibility of expulsion.

13.11.2.2. The student, his or her parents, and the Administrator are the only people allowed to sit in at hearings. These people will be excused during the period of deliberation by the Board.

13.11.2.3. Letters, recommendations, etc. from teachers, counselors, pastors, etc. must be presented to the Administrator prior to the hearing. These letters, recommendations, etc. will then be presented to the Board at the hearing.

13.11.2.4. After the hearing, the Board will vote at the conclusion of the deliberation phase. Its decision will be passed on to the Administrator.

13.11.2.5. The Administrator will make the final decision, which is communicated to the parents in writing.

13.11.2.6. At the end of each semester, the Board will consider all those students who have a high number of demerits and those on Disciplinary Probation. The Board will recommend to the Administrator those students who may not be permitted to return and those who may be accepted back under Disciplinary Probation on a Behavior Contract. The Board's decision is final at the school site.

14. GENERAL INFORMATION

14.1. Organizations & Clubs

- 14.1.1. Most student organizations and activities help enrich the curriculum and/or enrich a student's interest in future vocational interests. All of these activities and organizations are important aspects of the total school program.
- 14.1.2. Some of the most important learning experiences in a student's school career will result from participation in school activities. It is the hope of the Board, Administration, and faculty that each student will find some activities of special interest.

14.2. Parent-Teacher Fellowship

- 14.2.1. The Parent-Teacher Fellowship (PTF) consists of 4 PTF officers (President, Vice-President, Secretary, and Treasurer). The PTF meets on a regular basis under the direction of the PTF President.
- 14.2.2. Any parents wishing to share ideas or suggestions regarding VCCS activities, or to serve in any of the PTF positions may contact the School Office for more information at (805) 641-0187.

14.3. Christian Service Hours

One of the goals of Ventura County Christian School is to train students to take their place of service within their local church. To encourage such service, the School requires 25 hours of Christian service for each student per year. The program is verified by a pastor, youth pastor, or Sunday School teacher in each church and must be met each year of attendance.

“...the School requires 25 hours of Christian service for each student per --

14.4. Facility Fee

At the beginning of the school year, a \$200 facility fee is required for maintenance of the building and costs related. Monies from facility fees go directly to the improvement of the VCCS campus.

14.5. SALT Policy

14.5.1. The School Board, working together with the Parent-Teacher Fellowship, instituted a program known as SALT – Serving And Laboring Together. In the SALT program, each family serves a minimum of 20 hours per year at VCCS. These 20 hours can be earned in numerous ways. The following is a limited list of possible ways your family may fulfill the SALT hour requirement:

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

14.5.2. Each family will be sent a record of service hours on a quarterly basis. If your family has served this past summer at the Washington School, you will need to turn in your hours and will not be billed any SALT hours, having met the criteria. Please record all time you have volunteered, as well as any monies spent for VCCS. (If you have spent money on cookies, punch, stamps, etc., please attach a copy of the receipt to your record.) Return SALT hours to the person indicated.



VCCS PARENT/STUDENT AGREEMENT

Student's Name: _____

Parent:

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

Parent Signature

Student:

I have carefully read the student handbook, and am aware of the school's standards of proper behavior and conduct. By signing this contract, I am agreeing to abide by the rules of VCCS and am indicating my willingness to conform to the standards set by the Board, Administration, and faculty of the school.

Student Signature

